



**Circular 0009/2014**

**To: The Presidents of Institutes of Technology and Dublin Institute of Technology**

**REVISED ANNUAL LEAVE ARRANGEMENTS  
FOR STAFF EMPLOYED BY INSTITUTES OF TECHNOLOGY AND DUBLIN INSTITUTE OF  
TECHNOLOGY OTHER THAN LECTURING STAFF**

**Introduction**

1. I am directed by the Minister for Education and Skills to refer to the agreement on revised annual leave arrangements between Public Service Management and the Public Services Committee of the Irish Congress of Trade Unions dated 14<sup>th</sup> December 2011.
2. The agreement sets out revised annual leave entitlements for existing staff and for staff that are promoted or newly recruited. The details of these revised arrangements are set out below.
3. Additional historically based local leave arrangements such as for example festival and race days, privilege days, Church holy days, etc. are now abolished. In circumstances where staff wish to take leave for such purposes it must now be taken from their annual leave allowance.
4. For all staff (existing, newly recruited staff and promoted staff), these new annual leave arrangements will now incorporate all office closures (other than normal public and bank holiday arrangements and Good Friday).
5. In accordance with Labour Court Recommendation No. LCR 20679 a list of excluded categories from this Circular should be devised by management at local level and the unions concerned should be supplied with the list. In the IOT sector, lecturing grades are not comprehended by this Circular. No other grades or staff can be excluded from the operation of this Circular unless specific sanction is sought and received from the Department of Education and Skills.
6. The taking of annual leave by staff is always subject to the exigencies of the work, the Organisation of Working Time Act, 1997 and any rules for the granting and carry over of leave.
7. As provided for in section 19 of the Organisation of Working Time Act 1997, part-time staff will have their total inclusive annual leave allowance and any appropriate compensation leave calculated on a pro-rata basis.

**Arrangements for Existing Staff**

8. With effect from 7 January 2014 the total allowance for the number of all annual leave days, inclusive of for example festival and race days, privilege days, Church holy days, etc., which may be applied in respect of existing staff will range from a minimum of 22 to a maximum of 32 days depending on grade. Existing staff while they remain in their current grades will retain their existing leave allowance subject to the total, including festival and race days, privilege days, Church holy days, etc., not exceeding the overall ceiling of 32 days.
9. Grades with a current total inclusive annual leave allowance in excess of 32 days will be brought within that maximum with effect from 7 January 2014.

10. Where appropriate, a once-off compensation mechanism will operate for annual leave allowances reduced from in excess of 32 days. The compensation formula of time-off calculated at 1.5 times the annual loss will apply in such cases.
11. For the purposes of calculation and incorporation of pre-existing office closures into new annual leave arrangements for existing staff, Christmas office closures should be calculated at 4 days and Easter office closures should be calculated at 1.5 days.

**Arrangements for Newly Recruited and Promoted Staff**

12. With effect from 7 January 2014 personnel will on recruitment or promotion be placed with immediate effect on a new standardised annual leave band with a minimum of 22 days and a maximum of 30 days. No festival and race days, privilege days, Church holy days, etc. are allowable in addition to the annual leave allowance. In circumstances where staff wish to take leave for such purposes it must be taken from their annual leave allowance. Furthermore, where office closures now occur (other than normal public and bank holiday arrangements and Good Friday) annual leave must be taken from within the new annual leave entitlement.
13. For those existing employees who at any time in the future lose annual leave days on promotion then the standard compensation formula of time off calculated at 1.5 times the annual loss will apply on a once-off basis at the time of promotion.
14. Each Organisation will arrange to band their respective staffing grades within the range of the minimum and maximum annual leave allowance based on the analogous grades in their organisation.
15. The following table is a guideline to the banding arrangements for annual leave entitlements:

<b>Grade</b>	<b>Days per year</b>
Senior Executive Officer (VIII) and above	30
Administrative Officer (VII)	29
Senior Staff Officer (VI)	27
Staff Officer (V)	25
Assistant Staff Officer (IV)	23
Clerical Officer (III)	22
General Operative and Related Grades	22

**Arrangements for Staff who are Redeployed**

16. Staff who are redeployed to a public service sector or organisation with less annual leave may be compensated with time off on a personal-to-holder basis calculated at 1.5 times the annual loss. The timing of this arrangement will be subject to the business needs of the recipient organisation.

**Date of Implementation for Revised Arrangements**

17. The implementation date for the revised Annual Leave arrangements for all relevant staff is 7 January 2014.

**Amendment of Existing Circulars**

18. All previous circulars, setting out the terms of annual leave, applicable to all relevant grades of staff, are superseded by these new arrangements.

## **Notification**

19. Please ensure that copies of this circular are provided to all members of the Institute of Technology and its contents are brought to the attention of all relevant staff in your employment, including those on leave of absence.
20. This circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie) Home – Education Staff – Breaks/Leave – Annual Leave.

Philip Crosby  
Principal Officer

31<sup>st</sup> January 2014