

MAYO, SLIGO AND LEITRIM EDUCATION and TRAINING BOARD

ANNUAL LEAVE / NOTIFICATION OF ABSENCE POLICY

Purpose:

The purpose of this policy is to ensure that all employees enjoy the benefit of their annual leave and Public Holiday entitlements, reflecting the E.T.B.'s commitment to the health and welfare of all its employees.

The policy has been developed to provide a framework within which the provisions of the relevant legislation and Circular letters can be applied and to assist staff in understanding how annual leave will be managed within the Organisation.

Annual Leave Entitlement and Leave Year:

- The annual leave year runs from 1st January to 31st December each year. Annual leave entitlements are calculated on this basis. Spring period (January – April), Summer period (May – August) and Autumn period (September – December).
- Employees will be granted leave in accordance with the provisions of their contracts and relevant circular letters.
- The amount of days' annual leave an employee may be entitled to is calculated on the basis of the Organisation of Working Time Act and relevant circular letters.
- Annual Leave for staff who do not work full time hours is calculated on a pro rata basis.
- Annual Leave for employees who commence employment during the leave year, will be calculated on a pro-rata basis.

Annual Leave Requests Procedure:

The timing and approval of all requests for leave must be agreed with the Line Manager and will be approved in line with work schedules and customer requirements.

1. Each section will identify its peak working schedule and limited leave will be available to be taken at these times.
2. Mayo, Sligo & Leitrim E.T.B. encourages staff to take:
 - 10 days annual leave consecutively during each leave year in the Summer period, and
 - 2 x 1 week breaks (employees with greater than 20 days annual leave) , or
 - 1 x 1 week break (employees with 20 days annual leave or less) in the other time periods.
3. All leave must be approved before being taken by relevant Line Manager.
4. Application for Annual leave of up to **3 days** duration should be submitted for approval at least **5 working days** in advance.

5. Application for Annual Leave in excess of 3 days (not outlined in proposed holiday schedule) to be submitted for approval at least 10 working days in advance.

- It is the responsibility of each Line Manager to approve annual leave requests having regard to the workload of the department, high demand for annual leave at particular times of the year and the requirement for all employees to avail of annual leave and reconcile work and family commitments in a fair and equitable manner.
- It is the responsibility of each employee to manage their annual leave entitlement in a manner which best suits their own circumstance, with the agreement of his/her Line Manager.

Annual Leave entitlements must be taken in the leave year, during which they fall due. When it is not possible to take all annual leave within the leave year, a maximum of 5 days (pro rata) may be carried over to the following leave year. It is a requirement that any leave carried over, must be used within six months of the end of the previous leave year. Where leave is being requested to be carried over, it must be discussed with the Section Manager/Functional Area Manager/Principal before the end of leave year within which it is due and applied for in writing to the H.R. Manager.

As some employees have un-availed leave in excess of 5 days currently, all employees are required to bring carry-over of leave down to a maximum of 5 days (pro-rata) by start of 2018 leave year. The carry-over will be the standard arrangements in 2018.

Annual Leave and Illness:

Any day of illness during annual leave which is covered by a medical certificate is recorded as sick leave, and the relevant day of annual leave is considered to be cancelled and may be taken again at a future date. This does not apply to uncertified sick leave.

Public Holidays: There are currently nine Public Holidays in each leave year. The nine days are listed below.

New Years Day – 1st January
St. Patrick's Day – 17th March
Easter Monday
First Monday in May
First Monday in June
First Monday in August
Last Monday in October
Christmas Day (25th December)
St. Stephen's Day (26th December)

Employees are advised that Good Friday and Christmas Eve are concessionary days.

NOTIFICATION OF ABSENCE:

In the event of absence from work, staff are required to contact their Annual Leave-Flexi Manager/Principal/H.R. Manager directly by telephone on the first day of absence prior to employee's work start time but no later than thirty minutes after work start time. Text messages, leaving voicemails outside of office hours and email are not acceptable methods of notification save in exceptional circumstances and should be followed up by the normal protocol at the earliest possible opportunity. The same procedure applies whereby, due to serious incapacity, a staff member is not able to make direct contact, they must ensure that their Line Manager is made aware of the absence by someone acting on their behalf. You should where possible indicate the likely duration of your absence and confirm same when you have seen your doctor. Uncertified sick leave must be applied for by the employee on their Leave Sheet immediately on return to work.

A certificate from a qualified medical practitioner must be submitted on the third day of a continuous absence and on a weekly basis thereafter.

Absences will come under the terms of Circular Letter 0063/2014 which will be the final guiding document.

Leaving M.S.L. E.T.B.

Where an employee leaves the E.T.B. and annual leave is due, the E.T.B. will pay for leave not availed of. Where an employee leaves the E.T.B. and has been overpaid annual leave, the E.T.B. will claim back the amount owing from last pay.

Review

This policy will be subject to review in accordance with organisational needs and/or where it is necessary to do so due to changes in DES regulations, legislation or other such situations.

Signed: 
Chief Executive

Date: 12.9.16