



Maynooth University
Human Resources
Office

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Annual Leave Policy

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Relevant Information

- Organisation of Working Time Act 1997
- Department of Education (DES) Circular on Revised Annual Leave Arrangements dated 31st January 2014 (as amended)
- Maynooth University's Carer's Leave Policy
- Maynooth University's Part-time Working Policy
- Maynooth University's Sick Leave Policy

Annual Leave Policy

1. Purpose

Maynooth University promotes a positive and healthy work-life balance and recognises the importance of annual leave in achieving this. This policy, which applies to all applicable employees and aims to provide a fair, consistent and equitable approach to the taking and accrual of annual leave, ensuring that individual needs are balanced with operational requirements.

This document outlines the policy and procedures for annual leave only; separate University policies are in place for other leave periods and are available on the University's website:
<https://www.maynoothuniversity.ie/university-policies>

2. Annual Leave

Maynooth University's annual leave year currently runs from 1st January to 31st December. Employees who work part-time, or for a proportion of the leave year, will have pro-rata annual leave arrangements based on the relevant full-time equivalent leave allocation.

3. Public Holidays & Good Friday

In addition to annual leave, employees are provided with public holiday benefits in respect of the nine (9) Public Holidays that occur during the leave year, and Good Friday as outlined below:

- New Year's Day (1 January)
- St. Patrick's Day (17 March)
- Easter Monday
- First Monday in May, June, August
- Last Monday in October
- Christmas Day (25 December)
- St. Stephen's Day (26 December)

4. University Closure Days

The University has five mandatory closure days during the Christmas period. This period is deducted from your annual leave entitlement. It is important to note that even though the 5 days will be reserved on the ESS system, they will not reduce off your balance until the dates have passed.

Part-Time staff will be pro-rated.

5. How to Request Annual Leave

Requests for annual leave will be through the Employee Self-Service (ESS Portal) and will be sent automatically to your Head of Department¹ or their nominee for approval through the portal. If a Head of Department has nominated an Approver, they will always be a grade above, or in a limited number of cases, at the equivalent grade to the employee applying for annual leave. In such instances where the Head of Department has nominated an Approver of an equivalent grade to the employee requesting the annual leave, the decision to approve the annual leave remains with the Head of Department, and only the administrative function of approving the leave on the portal is deemed to have been delegated.

¹ For the purpose of this policy Head of Department means the Academic, Administrative or Research Head or their nominee. The nominee will be at the same grade or grade above the staff member applying for leave.

All annual leave must be approved in advance with your respective Head of Department or their nominee. Annual leave requests will be approved having regard to the individual needs of the employee and subject to operational requirements. It should be noted that every reasonable effort will be made to facilitate annual leave requests. In the unlikely event of an annual leave request not getting approved, contact the HR Office directly.

6. Roles & Responsibilities

6.1 Role of the Employee

Employees should read and understand this policy and their annual leave entitlement.

Employees are required to ensure that their Head of Department/Unit or their nominee is provided with advance notification of their intention to take annual leave, in order to enable the provision of appropriate cover arrangements, where necessary. In exceptional cases, annual leave will be approved at short notice i.e. one day or less. This leave may be applied for retrospectively through the system, on the employees return to work. The Head of Department also has the option to add the request through Manager Self Service (MSS) if they wish to do so.

Employees apply for leave through the Employee Self-Service portal (ESS):

<https://www.maynoothuniversity.ie/ess>

6.2 Role of the Head of Department and Nominated Approver

Every reasonable effort to facilitate the request for annual leave will be made subject to maintaining operational efficiencies.

A Head of Department and Nominated Approver should read and understand this policy.

A Head of Department and Nominated Approver must attend and/or participate in the relevant training provided by Human Resources

Annual leave should be approved in a timely manner through Manager Self Service (MSS Portal).

7. Carry-Over of Annual Leave

In normal circumstances, annual leave must be taken during the leave year. However, it is understood that circumstances may arise, from time to time, which require the carry-over of annual leave. Accordingly, staff may carry over up to five days leave into their new holiday year, with the agreement of their Head of Department, or their nominee. These carry over days will be taken by the end of the following leave year or they will be deemed no longer available for use. In exceptional cases, more than five days may be carried over, this can be recommended by the Head of Department for approval by Human Resources.

Requests to carry-over more than five days will be considered, on a case-by-case basis, and will require the additional approval of Human Resources.

8. Illness During Annual Leave

Employees who are ill while on annual leave should consult a relevant qualified medical practitioner. On receipt of a medical certificate, the employee will receive credit for the days they were certified unwell. The medical certificate can be sent to their Head of Department and/or HR. HR will need the medical certificate to reimburse the days.

9. Accrual of Annual Leave and Public Holidays while on Sick Leave

Arising from the Amendment of the [Organisation of Working Time Act \(1997\)](#) and informed by the DES circular, the following arrangements apply with effect from 1st August 2015:

- If an employee is absent from work on certified sick leave annual leave will continue to accrue based on **the statutory annual leave entitlement of 20 days per annum** (pro-rata for part-time employees).
- Annual leave accrued while on certified sick leave must be taken within 15 months after the end of the year in which it accrued.

10. Accrual of Annual Leave while on Statutory Leave

Annual leave continues to accrue when an employee is on Statutory Leave, provided for by law such as: Maternity Leave, Adoptive Leave, Parental Leave, Force Majeure Leave. However, annual leave does not accrue when an employee is on Carer's Leave. Please read Maynooth University's Carer's Leave policy to understand annual leave entitlement for this leave.

11. Job Sharers' Arrangements

Job sharing partners will share (pro-rata) the annual leave entitlement of one full-time employee on the equivalent grade.

Job sharing partners will not be required to provide cover for one another during periods of approved annual leave.

12. Employees working on Reduced Hours (part-time)

Employees on reduced working hours will have their annual leave allowance calculated on a pro-rata basis based on their personal working arrangements. Employees should read Maynooth University's part-time working policy for eligibility criteria and other terms and conditions.

13. Annual Leave Entitlements

Under the terms of the Department of Education and Skills Circular on Revised Annual Leave Arrangements dated 31st January 2014 (as amended available at: <https://www.maynoothuniversity.ie/human-resources>), the annual leave entitlements of employees appointed to administrative, technical and professional grades are outlined below.

13.1 Administrative Staff

Existing employees appointed to administrative grades before 7th January 2014, are entitled to twenty-nine (29) annual leave days, five (5) of which must be taken at Christmas. These employees retain their annual leave entitlements on promotion if the annual leave entitlement is lesser than their previous entitlement subject to a maximum of 30 annual leave days as per the Department of Education and Skills circulars highlighted in Section 13.

Employees appointed to administrative grades on or after 7th January 2014 have annual leave entitlements as outlined in **Table 1** below.

Table 1

Grade	Annual Leave
Executive Assistant	23 days (5 of which must be taken at Christmas)
Senior Executive Assistant	25 days (5 of which must be taken at Christmas)
Administrative Officer II	27 days (5 of which must be taken at Christmas)
Administrative Officer I	29 days (5 of which must be taken at Christmas)
Senior Administrative Officer IV-I	30 days (5 of which must be taken at Christmas)

13.2 Library

Existing employees appointed to library grades before 7th January 2014 are entitled to thirty-two (32) annual leave days, five (5) of which must be taken at Christmas. These employees retain their annual leave entitlements on promotion if the annual leave entitlement is lesser than their previous entitlement subject to a maximum of 30 annual leave days as per the Department of Education and Skills circulars highlighted in Section 13.

Employees appointed to library grades on or after 7th January 2014 have annual leave entitlements as outlined in **Table 2** below.

Table 2

Grade	Annual Leave
Library Assistant	24 days (5 of which must be taken at Christmas)
Senior Library Assistant	26 days (5 of which must be taken at Christmas)
Assistant Librarian II	28 days (5 of which must be taken at Christmas)
Assistant Librarian I	30 days (5 of which must be taken at Christmas)
Sub Librarian/Deputy/Librarian	30 days (5 of which must be taken at Christmas)

13.3 I.T. Services

Existing employees, those appointed to I.T. Services grades before 7th January 2014 are entitled to twenty-nine (29) annual leave days, five (5) of which must be taken at Christmas. Existing employees retain their annual leave entitlements on promotion as per the Department of Education and Skills circulars highlighted in Section 13.

New employees, those appointed to IT Services grades on or after 7th January 2014, have annual leave entitlements as outlined in **Table 3** below. New employees will receive the annual leave entitlements that apply at the Senior Grades* on promotion.

Table 3

Grade	Annual Leave
Adviser I/Programmer I	25 days (5 of which must be taken at Christmas)
Adviser II/Programmer II/Operations Manager	29 days (5 of which must be taken at Christmas)

***For Existing and New IT Services staff recruited or promoted to a grade higher than Adviser I/Programmer I, please refer to Table 1 (Grade AOI+) for your annual leave entitlements.**

13.4 Technical Staff

Existing employees, those appointed to Technical grades before 7th January 2014 are entitled to twenty-nine (29) annual leave days, five (5) of which must be taken at Christmas. Existing employees retain their annual leave entitlements on promotion as per the Department of Education and Skills circulars highlighted in Section 13.

New employees, those appointed to Technical grades on or after 7th January 2014, have annual leave entitlements as outlined in **Table 4** below. New employees will receive the annual leave entitlements that apply at the Senior Grades on promotion.

Table 4

Grade	Annual Leave
Technical Officer	25 days (5 of which must be taken at Christmas)
Senior Technical Officer	29 days (5 of which must be taken at Christmas)
Chief Technical Officer	29 days (5 of which must be taken at Christmas)

13.5 Other Staff

Table 5

Grade	Annual Leave
Security	29 (5 of which must be taken at Christmas)
General Operatives	23 (5 of which must be taken at Christmas)
Craftsperson	25 (5 of which must be taken at Christmas)
Boilerperson	29 (5 of which must be taken at Christmas)

14. Record Keeping

To ensure compliance with specific provisions of the Organisation of Working Time Act (1997), annual leave and public holiday records will be retained for a period of three years by Human Resources.

15. Cessation or Termination of Employment

It is expected that all employees will take their annual leave entitlement within the annual leave year and/or during the course of their temporary contract of employment with the University.

On cessation or termination of the contract of employment, payment in lieu of untaken accrued annual leave may be approved. The Head of Department or their nominee must send an email to HR to confirm any outstanding leave for approval and payment.

Any queries in relation to this policy should be made to Human Resources by email: humanresources@mu.ie.

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