Additional Leave Policy

Introduction

The University operates an additional leave scheme for professional staff as a recognition of long service. The scheme provides up to three additional days of annual leave, awarded incrementally, to eligible staff who have reached the maximum point of their salary scale.

This policy was first introduced in May 2014. It replaces the former “Additional Leave Scheme for Administrative, Technical and Support Staff” document.

Purpose

The purpose of this policy is to set out the University’s position on the award of additional annual leave to eligible professional staff who have been at the maximum point of their salary scale for three or more years.

Scope

This policy applies to all Professional staff of the University, including technical, library and estates grades. Academic staff are not covered by this policy.

Policy Statement

Eligibility

Professional staff are eligible for additional annual leave where they meet all of the following conditions:

(a) They have been at the maximum point of their current salary scale for a minimum of three years.

(b) They have not exceeded the maximum number of uncertified sick days permitted under the University’s Sick Pay Policy in the preceding 12-month rolling period.

(c) They have a satisfactory performance record, as assessed by their Head of School or Unit.

Entitlement

Eligible staff may be awarded up to a maximum of three additional days of annual leave over the course of their career with the University, subject to the leave limit set out below. The days are awarded as follows:

(a) One additional day after three years at the maximum of the salary scale.

(b) One further additional day after six years at the maximum of the salary scale.

(c) One further additional day after nine years at the maximum of the salary scale.

The additional days are permanent once awarded and are retained for as long as the staff member remains in service.

Leave limit

A staff member’s total annual leave entitlement, including any additional leave awarded under this policy, must not exceed 30 days.

Where the staff member’s base annual leave entitlement already meets or exceeds 30 days, no additional leave will be awarded under this policy.

Where the staff member's base entitlement is such that fewer than three additional days can be awarded before the 30-day limit is reached, only the number of days needed to bring the total to 30 will be awarded.

Effect of promotion

On promotion, the staff member will be assigned the annual leave entitlement for the new grade as set out in the Annual Leave Policy. Any additional leave days already awarded under this policy are retained, provided the staff member's total leave entitlement does not exceed 30 days.

Time spent at the maximum of the previous scale does not count towards the qualifying period in the new grade. The three-year clock resets on promotion.

Entitlement by Professional grade

The table below sets out the additional leave entitlements for Professional grades, based on current annual leave entitlements as set out in the Annual Leave Policy (V2.2). The same principles apply to other Professional grades by reference to their base annual leave entitlement and the 30-day limit.

Grade	Base Leave	+3 yrs	+6 yrs	+9 yrs	Cap	Max Total
Professional II (P2)	23	1	1	1	30	26 days
Professional III (P3)	23	1	1	1	30	26 days
Professional IV (P4)	25	1	1	1	30	28 days
Professional V (P5)	27	1	1	1	30	30 days
Professional Va (P5a)	29	1	—	—	30	30 days
Professional VI (P6)	29	1	—	—	30	30 days
Professional VII (P7)	30	—	—	—	30	30 days

Note: Base leave figures are drawn from the Annual Leave Policy (V2.2) and reflect the entitlements for staff appointed or promoted from 7 January 2014. Staff appointed before that date may have higher base entitlements under the Annual Leave Policy. In all cases, the total annual leave entitlement including additional leave days must not exceed 30 days.

Roles & Responsibilities

Role	Responsibility
Head of School or Unit	Confirm that the staff member has a satisfactory performance record and recommend the award of additional leave to DCU People.
DCU People	Verify eligibility (service at maximum point, sick leave record, leave cap). Administer the award and update the staff member's leave record on CoreHR.
Staff member	Ensure their personal details and leave records on CoreHR are accurate. Raise any queries regarding eligibility with DCU People.

Definitions

Term	Definition
Additional leave	Extra days of annual leave awarded under this policy, over and above the base annual leave entitlement for the staff member's grade.
Base annual leave	The annual leave entitlement for the staff member's grade as set out in the Annual Leave Policy.
Maximum point	The highest point on the salary scale for the staff member's grade.
Professional grades	The grading structure for administrative and support staff at the University, ranging from P2 to P9.

Related Documentation

This policy should be read in conjunction with the following:

1. Annual Leave Policy (V2.2)
2. Sick Pay Policy
3. Organisation of Working Time Act 1997

Policy Review

This policy will be reviewed as and when changes are required.

Version Control

Policy Name	Additional Leave Policy	
Unit Owner	DCU People	
Version Reference	Original – V1.0	Revised – V1.1
Approved by	Executive	VPP EDI
Effective Date	30 May 2014	28th April 2026

End.