



ANNUAL LEAVE CHECKLIST

Use this Checklist to understand the DCU annual leave process and procedures.

- Ensure that you take your full annual leave entitlement in each calendar year (1st Jan - 31st Dec).
- Remember to hold five days' annual leave for the Christmas period. The number of days actually required may vary each year. You will be advised of the exact Christmas closure dates at least three months in advance.
- If possible, discuss your intended annual leave request with your line manager before submitting a formal request through Core to ensure that it can be accommodated in line with operational requirements.
- Submit your annual leave request through your Coreportal. Find help on how to apply for leave through Core.
- Ensure that your manager has approved your leave on Core before your annual leave commences.
- In conjunction with your line manager, ensure that an appropriate handover is completed before the commencement of your annual leave.
- In the unfortunate circumstance that you become ill while on annual leave please refer to Section 12 of the Annual Leave Policy for guidance.
- Contact coretime@dcu.ie if you have any queries relating to your annual leave record/entitlement on Core - it is your responsibility to ensure that the correct annual leave entitlement is recorded on Core