



Dublin City University Term Time Working Scheme

Term time leave was replaced by "The Shorter Working Year" in 2009. See link below for all details of this scheme

<http://per.gov.ie/wp-content/uploads/circ142009.pdf>

Introduction

Term time working provides for leave for the purpose of allowing working parents or primary carers to match their working arrangements to the main summer holidays of their children, or to care for a person who resides with them and who has a disability, which gives rise to the need for care on a continuing or frequent basis. Under the terms of the scheme, the period of special leave is available as a continuous period of thirteen weeks commencing the beginning of June, or ten weeks commencing the last week of June.

The period of Term time leave shall be unpaid special leave. The operation of the scheme is subject to the operating requirement of a Department not being adversely affected. The approval of applications may also be determined by the availability of a Department to obtain replacement staff, but only where such is deemed appropriate, by way of temporary recruitment.

Eligibility for Participation in the Term Time Scheme

To be eligible to apply for participation in the Term Time Scheme, a person must:

- a) have one or more dependent pre-school children or children attending primary, post primary, second level vocational education or a special school, and aged eighteen years or younger by 1st June in the year in which it is intended to participate in the scheme or;
- b) be the primary carer for the period of the Term Time leave of a person who resides with them and who has a disability which gives rise to the need for care on a continuing or frequent basis;
- c) have successfully completed their probationary period;
- d) not be availing of the following University leave or arrangements at the time of application or within 12 months prior to the commencement of or cessation of said leave: sabbatical leave, unpaid leave of absence, long-term sick leave, extraordinary leave or jobshare. These restrictions do not apply to statutory leave entitlements such as maternity leave, parental leave or



adoptive leave. In exceptional circumstances and at the discretion of the Human Resources Director and in consultation with the Head of School/Unit, this ruling may be waived.(Any overpayment which may arise from such a waiver should be repaid prior to the commencement of the relevant leave arrangement).

Commencement of Term Time Leave

The starting date for Term time leave will be considered in the light of any need to train replacement staff. It will run for a continuous period of 13 weeks commencing the beginning of June or 10 weeks commencing the last week of June.

Applications

Persons wishing to participate in the scheme should complete the Term Time Leave application form and submit this to their Head of School/Unit by 31st October. This application should then be forwarded to the Director of Human Resources for consideration together with a statement of approval/non-approval from the Head of School/Unit. The decision on the application will then be conveyed to the staff member by Director of Human Resources by 30th November in the year that the application is made. A department shall reserve the right to refuse some or all of the applications to participate in the scheme .Persons applying to participate in the scheme will be required to state whether they wish to avail of a period of thirteen or ten weeks special leave. It may not be possible for a participant to withdraw or to alter an application under the scheme once that undertaking has been given. This commitment is essential to allow time for putting in place the special salary arrangements and, where appropriate, the appointment of a replacement.

An offer of participation must be accepted within ten working days of the offer being made to a staff member. Failure to do so may result in the withdrawal of the offer. Persons wishing to avail of Term Time leave on an on-going basis must apply each year to participate in the scheme.

It is a matter for each department to decide, where numbers are limited, to give priority to staff who did not previously avail of Term Time leave.

Arrangements for the Payment of Salary

Term time leave is unpaid special leave and those participating in the scheme are granted special administrative arrangements for the payment of basic salary over a period of twelve months commencing from the start of the tax year. There may be some variations between salary payments due to tax and PRSI calculations. If a person availing of these special administrative



provisions is granted other unpaid leave during the twelve-month period, the pro rata rate of salary will be adjusted accordingly. Furthermore, each participant will be required to give an undertaking that any overpayment that may arise from their participation in the scheme would be repaid no later than the last day of the tax year (31st December), unless otherwise agreed. It is the responsibility of the person availing of the Term Time Scheme to make arrangements to ensure that any voluntary contributions (e.g. health insurance, savings plans) etc. normally deducted from salary continue to be paid (if that is the wish of the person concerned).

Annual Leave and Public Holidays

The period of special unpaid leave provided under the Term Time Scheme is in addition to normal annual leave. Annual Leave and Public Holidays for all staff (including part-time staff) will be granted in line with The Organisation of Working Time Act. The Act provides that an employee who works at least 1,365 hours in a leave year is entitled to a minimum annual leave allowance of 4 working weeks (20 days). The annual leave entitlement of staff who have in excess of 20 days per annum will be reduced on a pro-rata basis to reflect the period of Term Time Leave. The Act also provides that an employee who has been present for more than 13 weeks prior to the public holiday is entitled to benefit from the public holiday.

Reckonable Service

Term Time leave will reckon for the purposes of increments. It will not reckon for pension purposes.

Social Welfare / Family Income Supplement

Persons in receipt of Family Income Supplement who intend to avail of Term Time leave should contact the Department of Social, Community and Family Affairs to clarify their entitlements.

Sick Leave

Participants may not avail of sick leave during the period of Term Time leave.



Promotion

Participants in the scheme will continue to be eligible for promotion while on Term Time Leave subject to their meeting the usual eligibility criteria. An offer of promotion made to a participant during the period of Term Time Leave may, in certain circumstances, be conditional on the person resuming duty in the higher grade with immediate effect.

Review

The scheme will operate for a period of three years. Prior to the expiry of the three-year period, the operation of the scheme will be reviewed by the Partnership Committee and by the University.

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