Annual Leave Policy

1. Purpose
This policy specifies the annual leave arrangements in place at Dublin City University.

2. Scope
All employees of the University are entitled to Annual Leave.

3. Annual Leave Year
The leave year is from 1st January to 31st December and annual leave must be organised within this period. It will be normal practice for staff to take all their allowance during the leave year and only in exceptional circumstances a carry over of up to 5 days maximum may be allowed, where it is approved by the Head of School/Unit and by the Director of Human Resources.

Carryover in excess of 5 days annual leave will not be permitted.

4. University Closure Days
The University will close for a number of days over the Christmas period. Closure days may change from year to year to reflect the University’s business needs. Currently the University closes for five days at Christmas. Staff will be informed of the exact dates at least three months in advance. The leave entitlements outlined in points 9a and 9b are inclusive of closure days.

5. Difference in Annual Leave Entitlements
A difference in annual leave entitlements applies for existing and new and promoted non-academic staff. New and promoted non-academic staff are defined as those appointed or promoted from 7th January 2014 onwards. Please review points 7, 9a and 9b below to determine your individual leave entitlement.

6. Maximum Leave Entitlement
A maximum annual leave entitlement of 32 days applies for existing non-academic staff and 30 days for new and promoted non-academic staff. These maximum entitlements are inclusive of closure days and additional leave (service) days.

7. Permanent Promotion
Staff permanently promoted will have an annual leave entitlement based on their respective grade, as outlined in point 9b below.

If upon permanent promotion the annual leave entitlement is less than the entitlement at the previous grade, the staff member in question will be able to keep their entitlement as per the previous grade.

8. Temporary Promotion
Staff on a temporary promotion who receive an acting allowance will continue to receive an annual leave entitlement in line with their substantive grade and any additional leave applicable to the grade they are acting into. Existing or renewed acting arrangements will continue with the same leave entitlements.
9. Annual Leave Entitlement

9a. Annual Leave Entitlement for Staff Employed before 7th January 2014*
*Entitlement inclusive of 5 closure days

**Academic Staff**
- All Grades: 36 days
- Teaching Assistants: 23 days

**Administration Staff**
- Administrator II, III, IV: 32 days
- Administrator I, Senior Administrative Assistant I, II: 29 days
- Administrative Assistant: 26 days
- Secretary III, II: 25 days

**Technical Staff**
- Chief Technical Officer: 29 days
- Technical Officer/Senior Technical Officer: 25 days
- Senior Lab Attendant: 25 days
- Lab Attendant: 25 days

**Library Staff**
- Assistant Librarian II: 32 days
- Assistant Librarian IA: 29 days
- Assistant Librarian I: 26 days
- Library Assistant I, II: 25 days

**ISS Staff**
- Analyst Programmer III: 29 days
- Analyst Programmer II: 27 days
- Analyst Programmer I: 26 days
- Senior Computer Operator: 26 days
- Computer Operator: 25 days
- Trainee Analyst Programmer: 25 days
- IT Computer Support: 25 days

**Research Staff**
- Senior/Research Fellow: 28 days
- Postdoctoral Researcher: 23 days
- Research Assistant: 21 days
- Interns and Intra Students: 21 days

**General Operative Staff**
- All Grades: 25 days

**Security Staff**
- All Grades: 25 days
## 9b. Annual Leave Entitlement for Staff Employed or Promoted from 7th January 2014*

*Entitlement inclusive of 5 closure days

### Academic Staff
- All Grades: 36 days
- Teaching Assistants: 23 days

### Administration Staff
- Administrator II, III, IV: 30 days
- Administrator I: 29 days
- Senior Administrative Assistant II: 29 days
- Senior Administrative Assistant I: 27 days
- Administrative Assistant: 25 days
- Secretary III, II: 23 days

### Technical Staff
- Chief Technical Officer: 29 days
- Technical Officer/Senior Technical Officer: 25 days
- Senior Lab Attendant: 25 days
- Lab Attendant: 23 days

### Library Staff
- Assistant Librarian II: 30 days
- Assistant Librarian IA: 29 days
- Assistant Librarian I: 26 days
- Library Assistant II, I: 23 days

### ISS Staff
- Analyst Programmer III: 29 days
- Analyst Programmer II: 27 days
- Analyst Programmer I: 25 days
- Senior Computer Operator: 25 days
- Computer Operator: 23 days
- Trainee Analyst Programmer: 23 days
- IT Computer Support: 23 days

### Research Staff
- Senior/Research Fellow: 28 days
- Postdoctoral Researcher: 23 days
- Research Assistant: 21 days

### Interns and Intra Students
- 21 days

### General Operative Staff
- All Grades: 22 days

### Security Staff
- All Grades: 22 days
10. Part-time Staff
Leave will be applied on a pro-rata basis for part-time staff.

11. Public Holidays
In addition to annual leave, staff members benefit from the following public holidays:

- Christmas Day
- St. Stephen’s Day
- St. Patrick’s Day
- Easter Monday
- The first Monday in May, June and August
- The last Monday in October
- New Year’s Day

Staff members will also benefit from Good Friday. While it is not a public holiday it is counted as an additional day.

12. Sickness and Annual Leave
Certified sick leave during a period of annual leave, if notified immediately, will have the effect of cancelling authorised annual leave. Annual leave will not then be resumed until the staff member returns to work or provides evidence of fitness to return to work.

Uncertified sick leave during annual leave does not cancel authorised annual leave.

A medical certificate is required where an employee wishes to commence annual leave immediately following an absence, or for any absence immediately following annual leave.

13. Approval
A request for annual leave must be approved by the Head of School or Unit prior to the leave being taken. The Head of School/Unit may wish to speak to the staff member about the leave application to explore the viability of granting leave at that particular time.

14. Procedure for taking leave
Leave should be requested and recorded electronically through the DCU CORE portal.

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