

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.

Last Revision November 2018