

Policy Name: Annual Leave Policy

Policy Title:	Annual Leave
Description:	This policy document aims to clarify entitlement set out in easy-to-follow terms how to apply for Annual Leave and to provide guidelines on timelines and documentation.
Author (Position):	Human Resources
Version:	1.1
Approved By:	MIE Governing Body
Policy Approval Date:	January 2019
Date of Next Policy Review:	June 2027 (or as necessary)

Annual Leave Policy

1. Context

Marino Institute of Education (MIE) wishes to ensure that it maintains the highest possible standards in all its activities. This policy document aims to clarify entitlement set out in easy-to-follow terms how to apply for Annual Leave and to provide guidelines on time lines and documentation.

2. Benefits

All staff will have a clear understanding of the process and timeframes involved in requesting Annual Leave.

3. Principles

- 3.1. MIE wants to clarify for all staff their entitlement to Annual Leave.
- 3.2. MIE wants to make the process of applying for Annual Leave easy and transparent.
- 3.3. MIE wants to clarify the rules regarding Annual Leave.
- 3.4. MIE is committed to dealing with Annual Leave in a fair manner.

4. Definitions

Save as otherwise specifically provided for in the Contract of Employment the following general Annual Leave definitions will apply:

- 4.1. MIE leave year runs from 1st August to 31st July.
- 4.2. The entitlement for any one year must be taken within that year.
- 4.3. Leave is calculated on a pro rata basis from the date of taking up employment with the Institute, for the first year.
- 4.4. In terms of the [Organisation of Working Time Act, 1997](#), the annual leave entitlement for full time staff is as follows:
 - i. Academic Staff – 30 days paid annual leave.
 - ii. Administrative staff – 22 days paid annual leave.

5. Policy

The particular individual annual leave entitlement for each employee is set out in their contract of employment and is operated in accordance with the [Organisation of Working Time Act, 1997](#).

Policy Name: Annual Leave Policy

5.1. MIE will require all employees to take their full leave entitlement each year.

5.2. Carry-Over of Leave

Generally, not more than five days of annual leave in a particular leave year may be carried over to the next succeeding leave year, and by prior arrangement with the employee's Head of Department. When, in exceptional circumstances an employee wishes to carry over more than five days, they may do so only with the prior agreement of the Director of Human Resources (DHR). In any event, leave carry over must be taken within the first three months of the following holiday year. Failure to take carry over leave, within the prescribed period, will result in its forfeiture without compensation.

5.3. Christmas

Where, at the sole discretion of MIE, a period of "closedown" is operated by the Institute at Christmas, staff, in addition to their Annual Leave entitlement, will be granted up to five days of such "closedown" as additional paid leave. The particular period of such a "closedown" will be determined solely by The President of MIE. In consultation with Heads of Departments, the President may make arrangements for a longer period of Christmas "closedown", and any such additional days will be taken from annual leave.

5.4. Notice

Before making leave arrangements or travel bookings, staff are required to give adequate notice and obtain the written approval of their Head of Department, on the appropriate form. The Head of each Department will operate an annual leave roster to ensure the smooth running of the Institute will be maintained and that there is general fairness among colleagues.

5.5. Part-Time Employees

The annual leave entitlement for part-time employees is set out in their contract of employment, in accordance with the [Organisation of Working Time Act, 1997](#) and will be on a pro rata basis to the Annual Leave provisions set out herein.

Regular part time employees (i.e., those who work for at least eight hours per week and for at least thirteen weeks per annum for MIE) are entitled to pay for public holidays. Part-time and day to day employees who have worked at least 40 hours in

Policy Name: Annual Leave Policy

the five weeks prior to the public holiday, ending on the preceding the public holiday, are also entitled to paid public holidays.

5.6. Entitlement for Staff Leaving (Including Retirement¹)

Employee who are leaving the Institute are entitled to payment of 1/12 of their annual entitlement for each completed month of service in the current leave year. MIE reserves the right to reclaim salary paid, for leave taken in excess of this entitlement, by reducing the final salary payment by the appropriate amount.

5.7. Certified Sickness when on Annual Leave.

If, during annual leave, an employee falls ill and produces at the time a medical certificate to that effect, the period of illness will be recorded as sick leave and not as Annual Leave.

5.8. Provision of Additional “Long–Service Leave” Days.

In recognition of continuous long service, the Institute will operate the following additional “Long Service” paid leave days, which may be either added to periods of Annual Leave or taken in consultation with the employee’s Head of Department. The additional “Long-Service” leave day tables is as follows:

- i. Over five years and up to 10 years: 1 additional days leave.
- ii. Over 10 years and up to 15 years: 2 additional days leave.
- iii. Over 15 and up to 20 year: 3 additional days leave.
- iv. Over 20 years’ service: 5 additional days leave.

5.9. Public Holidays

There are 10 Public Holidays in the year, to which all employees are entitled.

- i. 1st January
- ii. First Monday in February, or 1 February if the date falls on a Friday
- iii. 17th March
- iv. Easter Monday
- v. 1st Monday in May
- vi. 1st Monday in June

¹See [MIE Retirement Policy](#)

Policy Name: Annual Leave Policy

- vii. 1st Monday in August
- viii. Last Monday in October
- ix. 25 December
- x. 26 December

Should a Public Holiday fall on a weekend the next working day will be given in lieu. A public Holiday falling in Annual Leave will not count as part of that leave.

5.10. Good Friday

MIE will regard and treat Good Friday as a Public Holiday.

5.11. Application

To apply for leave, staff should complete and have signed by the Head of Department, a leave application form available from Human Resources.

6. Responsibility

The responsibility for maintenance of this policy rests with HR.

7. Related Documents

- 7.1. The Contract of Employment
- 7.2. Leave Application Form
- 7.3. [MIE Retirement Policy](#)