Annual Leave Policy

**Introduction**

The Entitlement to Annual Leave is provided under the Organisation of Working Time act to ensure that employees are provided with a minimum base entitlement to rest periods during their working year.

**Policy Scope**

The policy applies to all employees of **COMPANY NAME**

**Notification Requirements**

The holiday year usually runs from January to December. All holiday entitlements for that period must usually be taken within that period. Unused days may be carried over, at the discretion of management, and should be used within the first 3 months.

Each employee’s annual leave entitlement is outlined within their contract of employment.

For employees who commence employment during the holiday year, their entitlement will be calculated on a pro rata basis against the number of months they have worked.

No holidays should be booked before leave is authorised. Holiday requests must be completed and submitted to your immediate manager at least (X) weeks in advance. Management accept no responsibility for financial loss due to refused annual leave requests.

In addition:

* X weeks bulk leave to be taken during summer closure
* X days must be used to cover Christmas (generally this works out as 3 but may differ based on industry)
* The balance can be used throughout the year
  + Short leave (1 day) may be requested with 2 weeks notice
  + Anything more than 1 day must be given 4 weeks notice.
* Only 1 person on holiday at a time during open semester
* Requests are authorised on a first come first served basis.

The final decision in the allocation of annual leave rests with management. Leave that is taken without approval will be treated as unauthorised and dealt with accordingly through the company’s disciplinary procedures.

Annual leave may be accrued during periods of absence due to illness and may be taken up to 15 months after the leave year in which the absence occurred.

**Public Holidays**

Employees are also entitled to nine public holidays in accordance with the Organisation of Working Time Act, 1997, and any other day decreed by the Taoiseach as a national holiday:

* New Year’s Day (January 1)
* St Patrick's Day (March 17)
* Easter Monday
* First Monday in May
* First Monday in June
* First Monday in August
* Last Monday in October
* Christmas Day (December 25)
* St Stephen's Day (December 26)

In respect of each public holiday, an employee (at the employer’s discretion) is entitled to compensation for public holidays in one of the following ways

* A paid day off on the holiday, or
* A paid day off within the month, or
* An extra day's annual leave, or
* An extra day's pay.

Part time employees are entitled to certain public holidays entitlements if they work at least 40 hours during the five weeks coming up to the public holidays, ending on the day before the public holiday.

**Policy Breaches**

Breaches of this policy will be dealt with in line with the normal company Disciplinary procedure.

Where the company is given any reason to suspect that an absence may not be genuine a full investigation will take place and appropriate disciplinary action may be taken. Intentional misuse of this policy may be considered to be an act of Gross Misconduct.

Associated Policies

* Disciplinary Policy
* Grievance Policy