

Policy name: Annual Leave Entitlements for Non-Academic Staff Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, is required to set out entitlements for annual leave for non-academic staff (hereinafter referred to as 'staff') in line with the Organisation of Working Time Act 1997.

2. Purpose

- 2.1 This policy sets out annual leave entitlements for existing staff and for staff who are promoted or newly recruited. The details of these arrangements are set out below.

3. Benefits

- 3.1 This policy ensures that all staff will have access to clear information regarding their annual leave entitlements.

4. Scope

- 4.1 This policy applies to all non-academic staff of RIAM.

5. Principles

- 5.1 The taking of annual leave by staff is subject to the exigencies of the academic calendar and periods of closure of the academy; and
- 5.2 To the Organisation of Working Time Act, 1997 and the rules for the granting and carry over of leave.

6. Policy

6.1 Annual Leave:

- 6.1.1 The Academy annual leave calendar runs from January to December and there is no automatic entitlement to carry leave forward.
- 6.1.2 The Academy accepts that, due to work commitments and by agreement with senior management, it may be necessary - in exceptional circumstances - to carry some annual leave into the following annual leave year. In such circumstances, this must be taken before 30th June. Any leave carried forward in this manner and not taken by the end of June will be automatically forfeited.

6.2 Arrangements for Full-time Existing Staff:

- 6.2.1 With effect from 4th January 2016 the number of annual leave days which may be applied in respect of existing staff at all grades will be a minimum of 22 and a maximum of 32 days.

6.2.2 Where appropriate, a once-off compensation mechanism has operated where annual leave allowances have been reduced from in excess of 32 days. The compensation formula of time-off calculated at 1.5 times the annual loss has applied in such cases.

6.3 Annual Leave and Illness:

6.3.1 Staff absent from work on certified long-term sick leave will accrue annual leave as normal during the period of illness.

6.3.2 An annual leave carryover period of 15 months after a leave year will apply to those employees who could not, due to illness, take annual leave during the relevant leave year or during the normal carryover period of six months.

6.3.3 On termination of employment, payment in lieu of untaken accrued annual leave will apply to leave which was untaken as a result of illness in circumstances where the member of staff leaves the employment within a period of 15 months following the end of the leave year during which the annual leave entitlement accrued.

6.4 Arrangements for Part-time Staff:

6.4.1 As provided for in section 19 of the Organisation of Working Time Act 1997, part-time staff will have their total inclusive annual leave allowance and any appropriate compensation leave calculated on a pro-rata basis.

6.5 Arrangements for Newly Recruited and Promoted Staff:

6.5.1 With effect from 4th January 2016 new employees recruited or existing employees who are promoted will be placed on a new standardised annual leave band with a minimum of 22 days and a maximum of 30 days. All annual leave, other than normal public and bank holiday arrangements and Good Friday, must be taken from within the new annual leave entitlement.

6.5.2 For existing employees who, at any time in the future, lose annual leave days by reason of job promotion, then the standard compensation formula of time off calculated at 1.5 times the annual loss will apply on a once-off basis at the time of promotion.

6.5.3 The following table is a guideline to the banding arrangements for annual leave entitlements:

Grade	Days per year
Senior Executive Officer (VIII) and above	30
Administrative Officer (VII)	29
Senior Staff Officer (VI)	27
Staff Officer (V)	25
Assistant Staff Officer (IV)	23
Clerical Officer (III)	22
General Operative and Related Grades	22

6.6 Academy Closedown and Annual Leave:

- 6.6.1 The Academy will normally shutdown during the summer for a period not exceeding 24 days excluding weekends and public holidays. In addition, it will close over the Christmas period for four or five days, depending how Christmas falls.
- 6.6.2 Annual leave 'floating' days, outside these prescribed closure periods, may be taken with the agreement of the member of staff's line manager.
- 6.6.3 The Academy closedown periods will be notified to staff before 30th September of the preceding annual leave year.

6.7 Annual leave requests

- 6.7.1 An annual leave request form must be completed and submitted to the manager in accordance with the following notice periods.

<i>Annual leave</i>	<i>Notice</i>
1–2 days	2 working days
3–5 days	2 working weeks
6+ days	4 working weeks

- 6.7.2 All annual leave is approved at management discretion. Every effort will be made to accommodate employees' requests, but, in certain instances, employees will be required to make alternative arrangements if their absence would cause operational difficulties.

6.8 Pay for annual leave

- 6.8.1 Pay for annual leave will be based on the normal weekly rate of pay, including any regular bonuses, allowances or shift premia that do not vary in relation to the work done.
- 6.8.2 If an employee leaves the Academy and has accrued annual leave that has not been taken, the Academy will pay the employee for this accrued leave. If an employee leaves the Academy and has taken more annual leave than he or she has accrued, the Academy will claim back the amount owing to it from the final wages payment.

7. Responsibility

- 7.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.

8. Legislation and Regulation

- 8.1 [Organisation of Working Time Act 1997.](#)
- 8.2 [Qualifications and Quality Assurance \(Education and Training\) Act 2012.](#)
- 8.3 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\).](#)
- 8.4 [Code of Practice for Provision of Education and Training to International Learners \(2015\).](#)
- 8.5 [National Framework of Qualifications \(NFQ\).](#)

9. Related Documents

9.1 [Citizens Information Website.](#)

10. Document Control

Approved by Board of Studies 25th November 2016.

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