

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

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Revision 1 approved 10th March 2017

Revision 2 approved

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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. The RIAM recognises that employees need time off from work for rest and relaxation and to reconcile any other commitments. However, the taking of annual leave should be planned, in order to allow for sufficient time to arrange cover for the absence of employees. Thus, before making a holiday commitment, employees must consult with their line managers regarding taking time off.

2. Purpose

2.1 All employees working under a contract of employment are entitled to annual leave. 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 carryover 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, leave in excess of statutory leave will be forfeited. Any other leave must

be taken by 30th June. The Academy reserves the right to assign to you any outstanding leave subject to one month's notice.

6.1.3 A 'Carry Forward of Annual Leave' form must be completed by a staff member who needs to carry forward annual leave giving a valid reason and must be signed off by the relevant line manager. Forms can be requested from HR.

6.2 Arrangements for Full time and Part time 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 maximum of 32 days.

6.2.2 With effect from 4th January 2016 the number of annual leave days which may be applied in respect of all newly hired staff at all grades will a maximum of 29 days.

6.2.3 Calculation of Annual Leave entitlements under the Organisation of Working Time Act 1997:

- Where an employee works at least 1,365 hours in a leave year, he or she is entitled to four working weeks of annual leave.
- If the number of hours worked is less than 1,365, annual leave will be calculated as follows:
- one-third of a working week per calendar month in which an employee works at least 117 hours; or
- 8% of the hours worked in the leave year, subject to a maximum of four working weeks.

The term "working week" means the number of days or hours an employee normally works in a given week.

6.3 Annual Leave and Illness:

6.3.1 Staff absent from work on certified long-term sick leave will accrue annual leave, public holidays and any leave untaken prior to going on sick leave as normal during the period of illness. The RIAM will pro-actively inform employees of the leave which they have accrued and the time frame they have to avail of it.

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 Academy Closedown and Annual Leave:

6.5.1 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.

6.5.2 Annual leave 'floating' days, outside these prescribed closure periods, may be taken with the agreement of the member of staff's line manager.

6.5.3 The Academy closedown periods will be notified to staff before 30th September of the preceding annual leave year.

6.5.4 Should the nature of a member of staff's role require them to work during the summer shutdown period they may do so in consultation and agreement with their line manager and their annual leave may be taken at a different time during the annual leave year. This should be agreed in advance with their line manager and requests must be made taking into account the business needs of the Academy. Requests should be made in writing 4 weeks prior to Summer shut down with a maximum 2 week period for both parties to reach an agreement. Where a dispute arises in relation to annual leave being taken outside the prescribed shutdown period, an appeal can be made in writing to HR.

6.5.5 While staff need to take account of business and operational needs when requesting annual leave, management must take into account the employee's right to work life balance, rest and recuperation.

6.6 Annual leave requests

6.6.1 An annual leave request form (appendix 1) 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

6.6.2 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.

6.6.3 It is the responsibility of the line manager to keep a record of all annual leave taken by their direct report staff and HR may need to request a record of same at any time during the year.

6.7 Pay for annual leave

6.7.1 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.

6.7.2 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 HR 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

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Next review: Academic year 2020/21.

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Next review: Academic Year 2024/2025

Appendix 1

Annual Leave Request Form

In line with RIAM policy relating to annual leave, all employees must submit a formal request for annual leave to their relevant line manager. A separate request form must be submitted for each block of leave requested. All requests are considered based on existing leave requests received from all employees, work commitments/business needs and minimum staffing levels required. The RIAM recognises that employees need time off from work for rest and relaxation and to reconcile any other commitments. However, the taking of annual leave should be planned, in order to allow for sufficient time to arrange cover for the absence of employees. Thus, before making a holiday commitment, employees must consult with their line managers regarding taking time off.

Please return completed form to your line manager.

Employee Name: _____ I wish to request leave from my annual entitlement as follows:

My proposed leave dates: _____ (inclusive) Total number of working days is: _____

Signed: _____ Date of request: _____

.....
Annual Leave Request Confirmation Employee Name: _____

Leave Dates approved: _____ (inclusive)

Above leave request approved:

Above leave request declined:

Reason for decline of leave request :

Signed: _____ Approval Date: _____

(Line Manager)