

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 and Faculty Heads (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. The HR Office will circulate a calendar by email in September of each year, outlining closures of RIAM in the following year. This policy is also available online at <https://www.riam.ie/about/riam-policies>.

4. Scope

- 4.1 This policy applies to all non-academic staff of RIAM and Heads of Faculty, or Department Heads on 29 day or 32 day annual leave contracts of employment.

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 (with the exception of annual leave and illness; please see section 6.3.2) will be forfeited. The Academy reserves the right to assign to you any outstanding leave subject to one month's notice.
- 6.1.3 The employer will ensure that staff take their entitled annual leave and discourage carrying forward leave from one year to the next.

6.1.4 '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. Alternatively, staff can email their line manager or HR to request approval to carry forward leave.

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 be 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 carry-over 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. The precise entitlement of an employee returning from long-term sick leave will depend on what month of the year the employee comes back to work.

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 There will be a closure and compulsory annual leave for staff during the Christmas/New Year period, annual leave of 4 or 5 days required depending on the day of the week Christmas falls. Staff will be notified in the preceding September each year of the required number of days for Christmas closure.
- 6.5.2 The RIAM Campus will close for 3 weeks in August annually and employees will be required to take annual leave days during this close down period.
- Porters and receptionists will take 24 days of annual leave during the summer period between July and August (dates will be confirmed in the preceding September each year), with the August Bank Holiday (first Monday in August) not counted as annual leave, as their roles are integral to the ongoing functioning of RIAM operations during regular opening times outside the summer months.
- Library staff will continue to take 24 days of annual leave during the summer closure period, with the August Bank Holiday not counted as annual leave as the service they provide is required during the regular RIAM opening times, during the normal academic year. In agreement with line management, there may be scope for library staff to take leave at a different time to facilitate project work, however, the library will remain closed for the specified summer closure period.
- 6.5.3 Administrative staff will be required to take 3 weeks of compulsory annual leave during the first 3 weeks of August. The August bank holiday, which falls on the first Monday of August, will not count as an employee annual leave day.
- Administrative staff who wish to take 5 weeks of annual leave during the summer, as per the current system, may do so with prior approval from their line manager, ensuring alignment with business needs.
- The Exams and Academic offices (Junior RIAM and 3rd level office) have very specific periods of spikes in workload followed by quieter periods. In order to facilitate a more flexible approach to annual leave, office management will need to review workflow and requirements across different periods. This may include project work or interactions and support in other departments/offices to facilitate staffs ability to take annual leave at different times.
- 6.5.4 Any remaining annual leave days, outside these prescribed closure periods, may be taken with the agreement of the member of staff's line manager. These are sometimes referred to as 'floating days'.
- 6.5.5 The Academy closedown periods will be notified to staff before 30th September of the preceding annual leave year by email which will be circulated by HR.

6.5.6 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.

6.5.7 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.

6.5.8 Allocation of Annual Leave:
Christmas leave allocation: 4 or 5 days depending on the day on which Christmas falls (with an annual calendar circulated in September each year by HR).

Summer leave allocation for 3-week closure: 14 days (approximate, with an annual calendar circulated in September each year).

Remaining annual leave days: 11 days* for staff on 29-day annual leave contracts, 14 days* for staff on 32-day annual leave contracts.

*may be subject to change due to how many days are required for Christmas

6.6 Annual leave requests

6.6.1 An annual leave request form (appendix 1) may be completed and submitted to the manager in accordance with the following notice periods. Alternatively, an email may also be used as a request for annual leave to be submitted to the relevant manager.

<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 premium 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.

6.8 Public Holidays

6.8.1 Employees are entitled to benefit from 10 public holidays. Public Holiday entitlements will be granted in accordance with the provisions of Organisation of Working Time Act 1997. The current public holidays in Ireland are as follows:

- 1st January (New Year's Day)
- St Bridget's Day
- St Patrick's Day
- Easter Monday
- The first Monday in May
- The first Monday in June
- The first Monday in August
- The last Monday in October
- Christmas Day
- St Stephen's Day

You may be required to attend for work on a public holiday. There are no designated company days in the RIAM. Full-time workers have immediate entitlement to benefit for public holidays and part-time workers have entitlement to benefit when they have worked a total of 40 hours in the previous 5 weeks.

If you qualify for public holiday benefit, you are entitled to one of the following:

- A paid day off on the public holiday
- An additional day of annual leave
- An additional day's pay
- A paid day off within a month of the public holiday

Part-time employees

If you work for your employer for at least 40 hours in the 5 weeks before the public holiday and it falls on a day you normally work, you get paid for the day even if you don't work. If you have to work that day, you are entitled to an extra day's pay.

If you don't normally work on a certain day but it's a public holiday, you should get paid one-fifth of your weekly pay. Even if you never work on public holidays, you still get paid a fifth of your weekly pay as compensation for the public holiday. Again, you must have worked for your employer for at least 40 hours in the 5 weeks before the public holiday.

You can count time spent on annual leave as 'time worked' when calculating the 40 hours worked in the 5 weeks before the public holiday.

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](#).
- 9.2 [Time in Lieu \(TIL\) and Time off in Lieu \(TOIL\)](#)

10. Document Control

Approved: 25th November 2016

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Revision 3 approved by Trinity Academic Council 13th May 2020

Revision 4 Approved by RIAM Governing Body: 7th April 2022

Revision 4: Approved by Trinity Academic Council 18th May 2022

Revision 5: Approved by RIAM Governance Committee 18th November 2024

Next review: Academic Year 2027/2028

Appendix 1

Annual Leave Request Form

In line with RIAM policy relating to annual leave, all employees may use this form to 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: _____

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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)