





# ST. PATRICK'S CENTRE, KELLS ROAD, KILKENNY.

## Policy Document

### Annual Leave Policy

Prepared by: Helen Hogan	Approval Date: 23.06.2020	Review Date: 23.06.2022
Policy Number 02 – Other Policies	Approved By:  Signed:  CEO  Signed:  Board Member	


### **Mission Statement**

Utilising our resources and skills to provide intentional supports for the people we support; enabling them to live full and inclusive lives by contributing to and enriching the fabric of their local communities.

SPC partners with external agencies and community services to facilitate '*ordinary lives in ordinary places*'

### **Vision Statement**

People supported will live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

Review Date:  25.02.2021  Revision No: 2	Amendments Required  Amendment made to 6.0	New Revision Status  23.06.2022
Author: Denise Foran	Approved By:  Signed:  CEO	

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## **1.0 Policy Statement:**

- 1.1 All employees of SPC are entitled to Annual Leave and all staff is to avail of their full annual entitlement within the year, except in exceptional circumstances. This is to ensure that staff can maintain appropriate balance between work and periods of rest.
- 1.2 This policy aims at providing equity with regard to scheduling annual leave and at balancing family/personal responsibilities and the need for rest and recreation with the need to ensure adequate and appropriate staffing to meet the needs of the people we support.
- 1.3 The taking of annual leave should be planned, in order to allow the organisation sufficient time to arrange cover for the absence of employees. Thus, before making a holiday commitment, employees must consult with their Team Leader/Manager regarding taking time off.
- 1.4 Please note that a request for annual leave is a 'request' and while you are entitled to your annual leave the granting of leave for any particular period is at the discretion of the employer. 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 or if another employee has already requested time off.

## **2.0 General Provisions:**

- 2.1 The annual leave year runs from Jan 1st. to December 31st.
- 2.2 Certain functions of the service close for set holiday periods and employees in these areas must take their leave during these official holiday periods.
- 2.3 All employees, regardless of status or service begin to accrue annual leave from the date of their employment. Leave is calculated based on hours worked and includes time spent on maternity leave, adoptive leave, annual leave, sick leave and public holidays.
- 2.4 Annual leave is not accrued on overtime.
- 2.5 Where an employee commences or terminates his/her employment during the year annual leave entitlement is calculated on a pro-rata basis.
- 2.6 When a termination of employment occurs, if there is any paid annual leave already taken which exceeds the annual leave entitlement accrued on the date of termination, the organisation will deduct any excess annual leave pay from any termination pay.
- 2.7 Annual leave must be applied for and approved in advance through the self-service system (TMS) by your Team Leader/Manager who will consider the request in the context of your

needs and a review of the service/department requirements. Annual Leave decisions will be made by the Team Leader/Manager.

2.8 Night staff is required to apply for leave through the self-service system (TMS) to the Team Leader/Manager.

### **3.0 Guidelines**

3.1 All statutory leave entitlement for QTR 1, 2, 3 & 4 must be requested and submitted through the self-service system before 30<sup>th</sup> November for the following year.

3.2 Annual Leave must be requested for a working week i.e. Sunday through to Saturday.

3.3 Having regard to service requirements, statutory Annual Leave requirements should be broadly scheduled in the following way:

- QTR 1- 1st January to March 31<sup>st</sup>, 1 working week.
- QTR 2 & 3 - 1st April to 30<sup>th</sup> June and 1<sup>st</sup> July to 30<sup>th</sup> September 2 working weeks.
- QTR 4 - 1st October to December 19<sup>th</sup>, 1 working week.
- Annual Leave during holiday periods can only be assigned by the Team Leader/Manager.

3.4 Duration of annual leave is only granted in line with safe services and on the grounds of equity.

### **4.0 Public Holidays**

There are nine public holidays as follows:

- Christmas Day
- Stephen's Day
- St Patricks Day
- Easter Monday
- The first Monday in May
- The first Monday in June
- The first Monday in August
- The first Monday in October
- The first of January

Annual leave in respect of these public holidays must be requested and taken within 30 days of the Public Holiday occurring. If a request has not been made as per the guidelines, the Team Leader/Manager, following consultation with the employee, will allocate leave dates to the staff to suit the needs of the service.

## **5.0 Discretionary Annual Leave**

Additional discretionary annual leave should be applied for before the **31<sup>st</sup> of October** for the current year as per the guidelines and within the annual leave year. If the full discretionary leave is not applied for the Team Leader/Manager, following consultation with the employee, will allocate leave dates to staff to suit the needs of the service.

5.1 Annual leave must be completed within the current leave year. In exceptional circumstance where the employee has agreed to defer his/her annual leave at the request of his/her Team Leader/Manager such leave can be carried forward into the following year. This leave must be taken by March 31<sup>st</sup> of the following year or be forfeited, unless SPC has been unable to facilitate the taking of same.

5.2 Any other additional leave outside of the above guidelines may be applied for on an ad hoc basis. This must be applied for with notice to the Team Leader/Manager, the same process for applying and approval of leave through the self-service system outlined in this policy will apply. The additional leave is at the discretion of the Team Leader/Manager who will also consider the needs of people supported while also maintaining a safe service. Any special requests will have to be managed within approved WTE of the service cluster and also requires the approval of the CSM.

### **The Following Provisions Apply To Front Line Staff And Management:**

## **6.0 Annual Leave During the Christmas Period:**

In order to provide equity with respect to time with family and friends at this time of year and to maintain appropriate service the following applies:

- Christmas Roster requests/submissions must be agreed by the Team Leader/Manager by the end October.
- Adequate cover in line with normal staffing levels must be maintained during this period.

- When drawing up rosters Team Leaders/Managers should ensure that off duty for peak days (Public Holidays) are allocated to staff who worked those peak (Public Holidays) periods in the previous year.
- Off duty, days should be fairly distributed between long serving, short serving and relief staff.
- Staff who have worked peak (Public Holidays) holiday periods in the previous year should be given first consideration for off duty during those periods in the current year, however this will be assessed on the needs of the service at this time and it may not always be feasible or possibly to accommodate this.

## **7.0 Management Cover During Christmas Period:**

Christmas is a busy and exciting time for people supported and their families and a Management presence during this very busy time is essential. A minimum level of Management cover must be available during the Christmas period and all CNM1's/Team Leaders/Community Service Managers should work at least 1 day during the period December 24<sup>th</sup> to 27<sup>th</sup> inclusive and December 31<sup>st</sup> – Jan 2<sup>nd</sup> inclusive. These days should be rotated amongst Team Leaders/ Community Service Managers by agreement.

## **8.0 Procedure for Managing Annual Leave:**

- The Team Leader/Manager will make available an annual leave calendar/book/year planner for the coming year by the end of October of the current leave year. The Team leader/Manager will only update the planner once the leave request is approved through the self-service system.
- Individual leave is requested through the self-service system to the Team Leader/Manager for approval, requests must be provided to the Team Leader/Manager at least 4 weeks in advance of request.
- The Team Leader/Manager should then approve or reject the request as soon as possible but no later than 2 weeks from a request date. If rejected the Team Leader/Manager should explain the reason for the refusal.
- It is the responsibility of the employee to follow up with the Team Leader/Manager to confirm if the annual leave requested on the self-service system to ensure it has been approved or otherwise. Employees should not assume leave has been approved if the request is pending.
- The full statutory entitlement of statutory leave should be applied for as per the guidelines and within the annual leave year. If the full statutory leave is not applied for the Team

Leader/Manager, following consultation with the employee, will allocate leave dates to staff to suit the needs of the service.

- Where an employee has a large amount of annual leave not taken by the second half of the leave year the Team Leader/Manager will review the situation with the employee who will be required to schedule the leave to be taken before year-end in line with service needs.