

1. Entitlement

The annual leave year runs for 12 months from 1 January. Staff members who work part-time or for a proportion of the leave year will have pro rata entitlements to annual leave. Annual leave entitlements applicable to the various grades and categories of staff in the University are set out in the General Terms and Conditions document available on the UCD HR website. Annual leave entitlements are granted in accordance with the terms of the Working Time Act 1997.

2. Notice of Annual leave

All applications for leave must be approved by the relevant Head of School/Unit. Staff members are required to ensure that their Head of School/Unit is provided with advance notification of their intention to take annual leave so that appropriate cover arrangements may be made where necessary, and also that appropriate records may be maintained in compliance with UCD policies and external legal requirements. Each Head of School/Unit will establish procedures for recording annual leave and agreeing the period of notice required in advance of the leave being taken. Leave will be granted having regard to the individual needs of the staff member but also ensuring that the needs of the service provided is met at all times. Every effort will be made to facilitate staff members annual leave requests.

3. Carry-Over of Leave

Ideally annual leave should be taken within the leave year. In exceptional circumstances some leave may be carried over to the following leave year, with the approval of the Head of School/Unit, provided there is mutual agreement that such leave will be taken in the following leave year.

4. Other Leave

In relation to leave required for work commitments off campus such as attendance at seminars or conferences, advance notification and approval by the relevant Head of School/Unit is also required so that appropriate cover arrangements may be made where necessary.