

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Annual Leave Policy  
**Document No:** 6.1.2 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on Annual Leave. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

### Introduction

"The employer" recognises that staff members 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 advance, in order to allow the diocese sufficient time to arrange cover for the absence of staff members. Thus, before making a holiday commitment, staff members must consult with their line managers regarding taking time off.

All staff members working under a contract of employment are entitled to annual leave.

### Annual leave entitlement

Annual leave entitlements will be calculated in accordance with the organisation of the Working Time Act 1997.

- Where a staff member 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 staff member 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 a staff member normally works in a given week. The leave year runs from 1st January to 31st December each year.

### Annual leave requests

An annual leave request form (please see appendix 1) must be completed and submitted to your line manager in accordance with the following notice periods.

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The following notice must be given:

Annual leave	Notice
1–2 days	2 working days
3–5 days	2 working weeks
6+ days	4 working weeks

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

### Pay for annual leave

Pay for annual leave will be based on the normal weekly rate of pay.

### Leaving the employment

If a staff member leaves employment and has accrued annual leave that has not been taken, "the employer" will pay the staff member for this accrued leave. If a staff member leaves employment and has taken more annual leave than he or she has accrued, "the employer" will claim back the amount owing to it from the final wages payment.

### Outstanding leave

Annual leave must be taken in the leave year and written authorisation (see appendix 2) is required to carry over any outstanding leave. Such outstanding leave must be taken within six months of the start of the following leave year (30th June). "The employer" reserves the right to assign to you any outstanding annual leave, subject to one month's notice.

### Assigning leave

A certain number of days annual leave must be taken on designated days. This information will be provided to all staff members as early as possible, but not later than one month before the proposed date.

### Note:

Staff members should note that "the employer, in accordance with legislation, retains annual leave records for six years.

\*"Normal working day" being a day a staff member is normally rostered to work.

*For further information please contact:*

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**Appendix 6.1.2(a)****Annual leave request form**

Staff member name: \_\_\_\_\_

Leave year: \_\_\_\_\_

Annual leave entitlement (days): \_\_\_\_\_

Dates requested for leave:

From \_\_\_\_\_ to \_\_\_\_\_

Duration (days) \_\_\_\_\_

Balance remaining \_\_\_\_\_

I understand that the timing of annual leave is at discretion of my employer and that the above information may only be amended with the approval of my line manager.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff member)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Line Manager)

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**Appendix 6.1.2(b)****Carry forward of outstanding annual leave request form**

Staff member name: \_\_\_\_\_

Current leave year: \_\_\_\_\_

Days requested to be carried forward: \_\_\_\_\_

I understand that these days must be used within six months of the start of the new leave year.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff member)

I approve the carrying forward of the above-mentioned number of annual leave days into the following leave year. The leave must be taken before \_\_\_\_\_(date).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Line Manager)