

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Public Holiday Leave Policy  
**Document No:** 6.1.3 (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 Public Holidays. 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 purpose of the policy is to provide information for staff members in relation to public holiday benefit as provided for by the Organisation of Working Time Act 1997.

### Entitlement

All full-time staff members are automatically entitled public holiday benefits. Additionally, part-time/casual staff members who have worked at least 40 hours in the five weeks ending on the day before the public holiday will be entitled to benefit. There are nine official public holidays as follows:

- New Year’s Day
- St. Patrick’s Day
- Easter Monday
- First Monday in May
- First Monday in June
- First Monday in August
- Last Monday in October
- Christmas Day
- St. Stephen’s Day

**Note:** Good Friday and Christmas Eve are not public holidays and as such do not accrue any entitlement.

In respect of each public holiday, a staff member’s benefit is at the discretion of “the employer” as follows:

- a paid day off on the public holiday; or
- a paid day off within a month; or
- an extra day’s annual leave; or
- an extra day’s pay.
- Unless otherwise notified, staff members may assume that they will have a paid day off on the public holiday. Staff members who work or are normally rostered to work on the public holiday are entitled to a day’s pay for the public holiday.

Staff members who are not normally rostered to work on the public holiday are entitled To one fifth of the normal weekly rate of remuneration for the public holiday. Staff members on maternity leave, adoptive leave and parental leave maintain their public holiday benefit for the duration of their absence. Staff members on carer’s leave accrue the benefit for the first 13 weeks of their absence.

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### Holy Days of Obligation

If a Holy Day of Obligation falls on a staff member's rostered working day, the office may close and the staff member may be required to take the day as an Annual Leave day.

### Holy Days of Obligation

Feast of the Epiphany (6<sup>th</sup> January)

Holy Thursday (half day)

Good Friday

Feast of the Assumption of Blessed Mary (15<sup>th</sup> August)

All Saints' Day (1<sup>st</sup> November)

Feast of the Immaculate Conception (8<sup>th</sup> December)

*For further information please contact:*

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