

Diocese of Elphin – HR Policy Handbook

Document Name: Term-Time Leave Policy
Document No: 6.1.13 (original)
Effective Date: 15th 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 Term-Time 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

Term-time leave policy, provides for additional leave for the purposes of allowing staff members to take portions of unpaid leave at certain periods of the year. The period of term-time leave shall be unpaid.

Term-time leave is not guaranteed

Term-time leave is a discretionary benefit and is not guaranteed for any individual. "The employer" will decide which posts will be considered suitable for inclusion in the scheme in the light of the applications received and operational needs. The operation of the scheme will at all times remain subject to operational requirements and can only be implemented on a cost neutral basis. In all cases, the final decision in relation to participation in the scheme will rest with "the employer".

Eligibility

To be eligible to participate in the scheme a staff member must have at least 2 years permanent service with "the employer". Under the terms of the scheme, the period of special leave is a continuous period of leave, varying from a minimum of 4 weeks to a maximum of 12 weeks.

Annual and other leave

The period of special leave will be in addition to statutory annual leave, which will be afforded to you in accordance with the Organisation of Working Time Act 1997.

The granting of paid or unpaid leave in the four weeks immediately prior to and following the period of term-time leave will be at the discretion of your manager. The granting of annual leave, maternity leave, adoptive leave or parental leave is subject to the normal rules. Participants may not avail of the sick leave scheme during the period of term-time leave.

Arrangements with regard to pay

Term-time leave is unpaid. In situations where there are insufficient funds to meet any voluntary contributions normally deducted from salary (eg, health insurance, savings plans), it is the responsibility of the staff member to make arrangements to ensure that these contributions continue to be paid.

Diocese of Elphin – HR Policy Handbook

Document Name: Term-Time Leave Policy
Document No: 6.1.13 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Applications

Applications for participation in the scheme have to be made in writing at least 3 months in advance of the required leave (see appendix 1). "The employer" reserves the right to refuse applications to participate in the scheme where it is not possible to make suitable arrangements to cover the work. "The employer" will make a reasonable effort to find a workable solution to facilitate the staff member's request.

All offers of participation must be accepted within ten days of the offer being made. Failure to do so will render the offer null and void and the offer may then pass to another staff member. Unless there are extenuating circumstances, participants will not be permitted to withdraw or to alter an application for the scheme, once that undertaking has been given.

Where an application has been approved, a formal agreement will be signed by the staff member and placed on the personnel file of the individual.

Vacancies arising from participation of serving staff members in the scheme will mainly be covered by redeployment of staff, distribution of duties, or occasionally by appointment of replacement staff on fixed-term or specified-purpose contracts

For further information please contact:

HR Advisor
Elphin Diocesan Office
St. Mary's
Temple Street
Sligo F91 KTX2
Email: hr@elphindiocese.ie
Mobile: 087 240 4882

Diocese of Elphin – HR Policy Handbook

Document Name: Term-Time Leave Policy
Document No: 6.1.13 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Appendix 6.1.13(a)

Application for term-time working

Name	
Home Address	
Work Address	
Telephone Number	
Work	
Mobile	

Arrangements

I wish to avail of term-time leave for a period of ____ weeks, commencing on _____ and ending on _____.

I understand that this is a period of unpaid term-time leave.

I hereby authorise the diocese to deduct any sums of money that are identified as an overpayment to me as a result of my participation in this scheme.

I hereby authorise the diocese to deduct any sums of money that are identified as overdue in relation to income tax or levies as a result of my participation in this scheme.

Declaration

I declare that all the information given in this application is true and complete.

Signed: _____ Date: _____