



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem



Human
Resources

Annual Leave Policy (Allowances in Annex)

Applicable to: All Employees

Policy Owner: HR Support Manager, Human Resources
Division

Document History

Document Location

The most current version of this policy is available on the HR Site on Plaza. Paper copies are valid only on the day they are printed. Refer to the owner if you are in any doubt about the accuracy of this document.

Revision History

This document will be reviewed from time to time to take into account changes in legislation, organisational developments and experience of the policy in practice.

| | | |
|-------------------------------|----------------------|---|
| Date of this Revision: | | Date of next Revision: Not yet planned |
| Revision Number | Revision Date | Summary of Changes |
| 0.1 | | Policy created |
| 0.2 | January 2014 | Policy reviewed |

Approvals

This document requires the following approvals:

| | |
|---------------|--------------------------|
| Title: | Human Resources Director |
|---------------|--------------------------|

Distribution

This document has been distributed to the approvers listed above, plus:

| |
|---|
| Name: |
| Senior Management Committee and Heads of Division |
| Unite Union |
| SIPTU Union |

ANNUAL LEAVE POLICY

Under the terms of the Organisation of Working Time Act, 1997 employers have a responsibility to ensure that:

- employees take their full statutory annual leave allowance (4 working weeks) within the annual leave year;
- any untaken statutory annual leave is availed of within six months of the end of that leave year; and
- the leave shall include an unbroken period of 2 weeks.

In order to ensure compliance with legislation, the Central Bank Policy on the taking of Annual Leave is as follows:

I. Staff are required to take a statutory minimum of 20 days annual leave in a leave year, or within 6 months of the next leave year.

II. The statutory minimum of 20 days annual leave, should include an unbroken period of 2 weeks.

With regard to this point, while the Central Bank is obliged to ensure an employee can take an unbroken period of 2 weeks annual leave, staff are not obliged to do so (except in certain business areas¹). However, the Central Bank would encourage its employees, in the interest of their own health and safety and general well-being, to take at least one unbroken period of 2 weeks annual leave in each leave year. In this regard, management are encouraged to ensure that staff adhere to this recommendation.

III. Staff may carry over a maximum of 20 days into the following leave year. If some/all of these days include the statutory entitlement for the previous leave

¹ Eg. Financial Markets Department.

year (see 1. above), they must be taken within the first 6 months of the new leave year.

With regard to this point, it is acknowledged that a number of staff have been carrying forward considerably more than 20 days leave. These staff are advised to plan the reduction of their carryover to a maximum of 20 days over the next 3 leave years. By the start of the leave year 2013/2014, their excess balance should be a maximum of 20 days.

In addition to the above, staff are reminded that:

- Annual Leave must be approved in advance; and
- Staff are required to take all of their annual leave prior to their retirement.

For any clarifications in relation to this Policy, staff may contact a member of the HR Support Team, HRD on extension 6888.

Annex**ANNUAL LEAVE ALLOWANCES**

| <u>Group</u> | <u>Grade</u> | <u>Allowance</u> |
|---|---|--|
| <u>Clerical & Administrative</u> | Telephonist Clerical Support Bank Officer 2 Bank Officer 1 | 24 on entry 25 after 10 years service in the Bank |
| | Bank Executive P4 - Programmer | 24 on entry 25 after 6 years service in the Bank |
| <u>Professional</u> | Bank Professional 3/ SEO Vault Officer P3 Analyst | 30 |
| | Bank Professional 2/ SAO Bank Professional 1/Scale H P1 – Senior Analyst P2 – System Analyst | 31 |
| <u>Management</u> | Deputy Manager Manager Advisor Senior Advisor | 31 |
| | Directors | 32 |
| <u>House Porters</u> | Porters Driver Assistant Head Porter Head Porter | 22 |
| <u>Currency Assistants</u> | Currency Assistants Assistant Foreman Currency Assistant | 22 |
| | Foreman Currency Assistant | 22 on entry 23 after 5 years service in the Bank |
| <u>Cleaning</u> | Cleaner Cleaning Supervisor Deputy Cleaning Supervisor | 22 on entry 23 after 15 years service in the Bank |

| | | | | | |
|------------------------------------|--|--|--|---|----|
| <u>Catering</u> | Catering Assistants | } | 22 | | |
| | Second Chef | | | | |
| | Chef | | | | |
| | Head Chef | | | | |
| | Commis Chef | | | | |
| | Executive Head Chef | | | | |
| | Assistant Cook | | | | |
| | Assistant Manager Catering | | | | |
| | Canteen Manager | | | | |
| | Unit Head | | | | |
| Head of Catering | 24 | | | | |
| <u>Currency Checking</u> | Currency Checkers | } | 22 | | |
| | Senior Currency Checkers | | | | |
| | Currency Supervisors | 22 on entry 23 after 5 years service in the Bank 25 after 10 years service in the Bank | | | |
| | Senior Supervisors | } | 25 | | |
| | Deputy Senior Supervisor | | | | |
| <u>Security</u> | Security Guards | } | 22+6+4 (+4 = 1 day for each 3 months continuous shift working) | | |
| | Senior Guards | | | | |
| | Chief Guard | } | 30 | | |
| | Chief Security Supervisor | | | | |
| <u>Technical - Currency</u> | M&GA, M&GS, MGAA | } | 22 | | |
| | MGAI, MGCO, MTEC | | | | |
| | Laboratory Assistant | | | | |
| | Fitter, Electrician, Guillotine Operator | | | | |
| | Assistant Print Supervisor | | | | |
| | Assistant Engineering Supervisor | | | | |
| | CCTV Supervisor | | | | |
| | No 1 & 2 Printer | | | | |
| | Finishing Supervisor | | | | |
| | Finishing Process Co-ordinator | | | | |
| | Finishing staff | | | | |
| | Senior Co-ordinator | | | | |
| | Quality Assurance Supervisor (Mint) | | | | |
| | Working Chargehand | | | | |
| | Chief Engineering Supervisor | | | } | 24 |
| | Engineering Supervisor | | | | |
| | Print Supervisor | | | | |
| | Mint Supervisor | | | | |