



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Leave Policy

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¹ This policy is effective from 1 January 2023

Approval Framework/ Authorisations

Description/Amount	Relevant Approver
Annual Leave	Line Manager
Marriage Leave	HR Support
Family Illness/ Injury (Force Majeure)	HR Support
Bereavement Leave	Line Manager
Exceptional Personal Leave	HR
Non-material changes	Chief People Officer
Material changes	Performance & Resourcing Committee

Change Log

Change Date	By whom	Change description
Q1 2022	People & Change Team	<ul style="list-style-type: none"> • Executive summary included • Inclusion of provisions from (now retired) 'Annual & Flexi Leave' and 'Leave for Personal Circumstances' policies • Information on Flexi-period/ -time/ -leave removed • Inclusion of 'Exceptional Personal Leave' • Reference to Hybrid Working included • Change in delegation of authority in relation to non-material changes • Frequency in policy review changed from 1 to 2 years

Contents

Executive Summary	5
Introduction.....	6
Purpose	6
Scope.....	6
Policy Statement.....	7
Annual Leave.....	7
Marriage Leave.....	9
Bereavement Leave.....	9
Family Illness or Injury (Force Majeure)	10
Exceptional Personal Leave	12
Policy Review	12
Roles and Responsibilities	13
Contacts.....	13
Policy Implementation Procedure.....	13
Related Documentation.....	13
Appendices.....	14

Executive Summary

Purpose of this policy:	To outline some of the types of Leave available to colleagues in the Central Bank of Ireland (the Central Bank) and provide information on how and when colleagues may seek to avail of these leaves.
Applies to	All Bank employees ²
Key points:	<ul style="list-style-type: none"> • This policy outlines the entitlements and operational elements for the following types of leave in the Central Bank³: <ul style="list-style-type: none"> ○ Annual Leave ○ Marriage Leave ○ Bereavement Leave ○ Family Illness or Injury (Force Majeure) ○ Other Emergency Leave ○ Exceptional Personal Leave⁴ <p>For more detailed information on any of the above continue reading this policy.</p>
Policy queries:	HR Support (hrsupport@centralbank.ie)

² For the purpose of this policy colleague/ employee refers to anyone who has a contract of employment with the Central Bank

³ We align to the Civil service circulars (and practice) in relation to the provision for [Marriage Leave](#), [Bereavement Leave](#) & [Force Majeure and other Family Reasons Leave](#)

⁴ This could include, but is not limited to early miscarriage, undergoing fertility treatment(s), experiencing challenging menopausal symptoms, caring for a loved one during end of life stages etc.

Introduction

The Central Bank is committed to ensuring colleagues are supported and can achieve the right balance in their role. We provide additional annual leave in employee's terms and conditions to ensure they can take regular and meaningful breaks from work.

We ensure the requirements of the Organisation of Working Time Act (1997) are met.

We align to the Civil service circulars (and practice) in relation to the provision for [Marriage Leave](#), [Bereavement Leave](#) & [Force Majeure and other Family Reasons Leave](#). These provide additional time and support to colleagues in recognition of certain circumstances or life events.

Our [Flexible Working Policy](#) also contains information in relation to requesting and/ or managing flexibility in the working day.

The [Employee Assistance Programme](#) is also available to provide support to colleagues dealing with challenging personal circumstances colleagues are encouraged to utilise these services.

Purpose

The purpose of this policy is to confirm the leave available in relation to:

Annual Leave
Marriage Leave
Bereavement Leave
Family Illness or Injury (Force Majeure)
Other Emergency Leave
Exceptional Personal Leave

Scope

This policy applies to all Central Bank employees.

Policy Statement

Annual Leave

Annual leave entitlements in the Central Bank are defined by grade and are outlined in **Appendix 1: Annual Leave Allowances**. These entitlements are also referenced in each employee's contract of employment.

- The annual leave year aligns with the calendar year (i.e. from 01 January to 31 December⁵; and
- Annual leave entitlements for colleagues on part-time working/ job-sharing arrangements are pro-rated with reference to their full time equivalent.

Availing of Annual Leave

- In accordance with the Organisation of Working Time Act, 1997 all employees are required to take their statutory minimum of four working weeks of annual leave either within the current leave year or within 6 months of the new leave year⁶;
- Colleagues are encouraged to take two weeks' consecutive annual leave each leave year and management are responsible for ensuring this can be facilitated⁷; and
- In circumstances where colleagues have not applied for/ taken their statutory minimum of 20 annual leave days the Central Bank reserves the right to place them on annual leave, subject to one month's notice.

Applying for Annual Leave

- All annual leave requests must be approved by the line manager, in advance of being taken, and then submitted on the [HR Central](#) system; and
- Whilst every effort will be made to accommodate requests for annual leave at the requested time there may be circumstances where this cannot be accommodated, due to business needs. In such cases, a line manager will decline the request.

⁵ Prior to 2022 the annual leave year commenced year on 1 April and concluded on 31 March each year. This is being regularised during 2022 with ¾ of total leave being applied in 2022.

⁶ Availing of Marriage Leave, Bereavement Leave, Family Illness or Injury (Force Majeure) Leave, Other Emergency Leave or Exceptional Personal Leave will be not impact the requirement to take the statutory minimum of four working weeks of annual leave either within the current leave year or within 6 months of the new leave year.

⁷ In some business areas and roles (e.g. areas within Financial Operations) taking this two week unbroken period of annual leave is a requirement

Annual Leave Carryover & Forfeiture

- Employees may carryover a maximum of 20 annual leave days into a new leave year and any excess annual leave will be forfeited;
- Excess Annual leave will not be forfeited in circumstances where colleagues are on protected leave (e.g. maternity or adoptive leave) or on secondment⁸;
- Colleagues will continue to accrue their normal annual leave allowance during periods of sick leave absence where they are in receipt of full or half pay (see Sick Leave Regulations);
- Colleagues will only accrue statutory leave (equal to 20 days per year) where they are on Temporary Rehabilitation Remuneration (TRR) or zero pay
- The Organisation of Working Time Act provides that where an employee:
 - is, due to illness, unable to take all or any part of his/her annual leave during that leave year or the 6 months thereafter, and
 - has provided a certificate from a registered medical practitioner in respect of that illness to his or her employer
 - then the leave must be taken within the period of 15 months after the end of the leave year in which it was accrued.

Leaving the organisation

- In circumstances where colleagues leave the organisation during the leave year⁹ annual leave entitlements will be pro-rated to reflect the portion of the year they were employed by the Central Bank;
- Colleagues retiring from the organisation are encouraged to reduce, insofar as possible, their annual leave balance prior to their retirement date;
- Colleagues leaving the organisation may receive payment in lieu of any untaken annual leave in circumstances where this leave cannot be taken prior to their leaving date; and
- In circumstances where colleagues have taken more than their pro-rated annual leave entitlement in advance of their leaving date an annual leave deduction will be applied to their final pay.

⁸ Colleagues returning from maternity leave/ secondment on or before 30 June will be required to ensure that they take any accrued annual leave before the end of the leave year (i.e. by 31 Dec). Colleagues returning after 30 June can carry any accrued annual leave into the new leave year and the normal carryover rule (outlined above) will apply thereafter

⁹ An employee with 24 days leave who departs on 30 June, having accrued leave for half of the leave year, has an annual leave entitlement of 12 days for that leave year

Marriage Leave

The Central Bank applies the provisions set out in **Circular 06/2016: Special Leave with Pay on Marriage**, the main elements of which are set out in this policy.

Marriage Leave - Key Points

- In the year that the marriage takes place; colleagues can receive up to 5 days additional leave, subject to this not bringing their total annual leave allowance for the year above 27 days;
- If a colleague's annual leave allowance is already at 27 days or above they will not be entitled to receive marriage leave; and
- Colleagues should apply for marriage leave in retrospect directly to HR Support¹⁰.

Bereavement Leave

Bereavement leave is intended to support colleagues on the loss of a family member or loved one and where they need time to arrange and attend funeral services.

The Central Bank applies the provisions set out in **Circular 01/ 2017: Bereavement Leave in the Civil Service**, the main elements of which are set out in this policy.

Bereavement Leave - Key Points

At the time of the bereavement, the following entitlements will apply:

- Colleagues will be entitled to **20 consecutive working days** bereavement leave in the case of the death of their spouse/partner, child/adopted child (including a child being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency;
- Colleagues will be entitled to **5 consecutive working days** in the case of the death of other immediate relatives¹¹;

¹⁰ Please note that the Marriage Certificate will need to be sighted by HR Support to process the application

¹¹ Immediate relative being defined as father, step father, mother, step-mother, brother, step brother, half brother, brother in law, sister, step sister, half sister, sister in law, father in law, mother in law, son in law, daughter in law, grandfather, grandmother or grandchild of a colleague or a similar relative of a cohabiting partner.

- Colleagues will be entitled to **1 day** in the case of the death of other relatives i.e. uncle, aunt, niece or nephew. In exceptional circumstances, where the employee lived with the deceased at the time of their death, or has to take charge of funeral arrangements, this may be extended to **5 consecutive working days**;
- In the event of a stillbirth or prenatal death of a child after 24 weeks pregnancy, the father/spouse or cohabiting partner of the mother of the child will be entitled to **10 consecutive working days**;
- In circumstances where colleagues have to travel abroad to make funeral arrangements for an immediate relative additional leave may be granted at the discretion of the Head of Human Resources Division;
- Colleagues will not be required to avail of the full entitlements set out above and may return to work sooner if they wish;
- For colleagues working an atypical arrangement the granting of bereavement leave, and the amount granted, will depend on whether or not they were scheduled to work for the period in question;
- In circumstances where colleagues are on annual leave at the time of the bereavement they may request HR Support to substitute the leave with bereavement leave¹²; and
- On their return to work colleagues can record the days of bereavement leave through HR Central or alternatively, line managers can request that HR Support centrally record the leave.

Family Illness or Injury (Force Majeure)

The Parental Leave Act 1998-2019, provides Force Majeure leave (short-term paid leave) to support colleagues dealing with family emergencies, resulting from the sudden injury or illness of a family member where the colleague's immediate presence is required and their absence from work is essential. The Central Bank applies the provisions of these Acts and additional provisions set out in **Circular 05/2010: Force Majeure and Other Urgent Family Reasons Leave**.

¹² No other form of leave can be substituted with bereavement leave e.g. sick leave, maternity, adoptive or equivalent leave

Force Majeure – Key Points

- **Colleagues may take up to three days force majeure leave over a twelve month period or up to five days over a 36 month period:**
 - part days will be regarded as full days for the purposes of determining the maximum number of days that colleagues may take; and
 - for atypical arrangements, Force Majeure¹³ may only be granted for days that colleagues are scheduled to work.
- **Force majeure leave may apply in the following circumstances:**
 - the reason is urgent and the employee must act without delay;
 - there is no advance notice of the illness/injury and there is little time to either plan or manage it or to make alternative arrangements;
 - the need for the employee's presence is immediate and could not have been delayed due to the seriousness/urgency of the illness/injury; and
 - **Note:** An event might be urgent on the first day, but not on subsequent days if the urgency has passed, and therefore force majeure may not apply beyond the first day.
- **Force majeure leave may be applied in relation to the following family members:**
 - child or adopted child;
 - spouse or partner;
 - person to whom the employee is *in loco parentis*;
 - brother or sister;
 - father, step-father, father-in-law, mother, step-mother and mother-in-law;
 - grandparent; and
 - persons in a relationship of domestic dependency.
- **Force majeure is paid leave and, during such absence, the employee will be deemed to have been in employment**
 - Force majeure leave cannot be treated as part of any other leave to which colleagues are entitled such as sick leave, maternity leave, adoptive leave, annual leave, or parental leave;
- In the event that colleagues are on annual leave, at the time of the unforeseen illness/injury, they may apply to HR Support to have the relevant day(s) re-classified as Force

¹³ Or Other Emergency Leave

Majeure¹⁴ leave. If absent on any other form of leave (statutory or non-statutory) Force Majeure leave may not be granted; and

- Colleagues should inform their line Manager as soon as possible on the first day of absence and then make a formal application to HR Support, using the Force Majeure Application Form (see Appendix 2), as soon as is practical after the leave has been taken. HR Support will then advise if their application has been approved.

Other Emergency Leave - Key Points

- Other Emergency Leave refers to paid leave (up to 5 days) which may be granted by the Head of Human Resources, on a discretionary basis, in circumstances where an immediate relative¹⁵ is seriously ill, or injured, and the immediate presence of the employee is required (but force majeure leave is not applicable or has been exhausted);
- A limit of 3 days in total may be approved in respect of other immediate relatives¹⁶; and
- When combined with the colleague's annual leave allowance, and any force majeure leave taken, the total leave allowance in a given leave year should not exceed 27 days.

Exceptional Personal Leave

The Head of HR has discretion to approve additional paid leave for colleagues experiencing exceptionally challenging personal circumstances which may impact on their ability and/ or availability to attend or complete work. Colleagues should contact HR Advisory and/ or refer to the People Policy Handbook for more information.

Policy Review

This Policy will be reviewed biennially (or more frequently as the need arises) by the Policy Owner to determine if changes are required. Proposed material changes to the Policy will be submitted to the Performance and Resourcing Committee (PRC) for advance approval and non-material changes will be reported annually to the PRC.

¹⁴ Or 'Other Emergency Leave

¹⁵ child or adopted child, spouse/ partner, person to whom the colleague is *in loco parentis*, any person in a relationship of domestic dependency

¹⁶ E.g. parent, brother, sister, grandparent, grandchild

Roles and Responsibilities

Roles	Responsibilities
Employee Relations	<ul style="list-style-type: none"> Policy Owner
HR	<ul style="list-style-type: none"> Provide support to colleagues in accessing the various supports available
HR Support	<ul style="list-style-type: none"> Assist employees & line managers with queries Update employee records where applicable
Head of Human Resources	<ul style="list-style-type: none"> Review applications for Other Emergency, Additional Bereavement and Exceptional Personal Leave
Colleagues	<ul style="list-style-type: none"> Adhere to all aspects of the Central Bank's Leave Policy
Line Manager	<ul style="list-style-type: none"> Ensure that colleagues reporting to them adhere to all aspects of the Central Bank's Leave Policy

Contacts

Any queries on the above, should be directed to HR Support, HRD (hrsupport@centralbank.ie) or HR Advisory (hradvisory@centralbank.ie).

Policy Implementation Procedure

This policy is owned and reviewed by Employee Relations, Human Resources Division, and implemented by HR Support, Human Resources Division.

Related Documentation

Document	Reference	Rationale
Circular	Circular 06/2016: Special Leave with Pay on Marriage	Further information
Legislation	Parental Leave Act 1998, as amended by the Parental Leave (Amendment) Act 2006	Further information
Circular	Circular 01/ 2017: Bereavement Leave in the Civil Service	Further information
Form	Application Form for Force Majeure (Appendix 2)	For completion

Appendices

Appendix 1 - Annual Leave Allowances

	Grade	Allowance
Clerical & Administrative	Telephonist Clerical Support Bank Officer 2 Bank Officer 1	24 on entry 25 after 10 years' service in the Central Bank
	Bank Executive P4 - Programmer	24 on entry 25 after 6 years' service in the Central Bank
Professional	Bank Professional 3 Vault Officer P3 Analyst	30
	Bank Professional 2 Bank Professional 1 P1 – Senior Analyst P2 – System Analyst	31
Management	Head of Function Head of Division Advisor Senior Advisor	31
	Directors	32
House Porters	Porters Head Porter	24
Currency Assistants	Currency Assistants	24
Cleaning	Cleaner Cleaning Supervisor Deputy Cleaning Supervisor	24 on entry 25 after 15 years' service in the Central Bank
Catering	Catering Assistants Head Chef Assistant Manager Catering	24

	Grade	Allowance
Currency Checking	Currency Checkers Senior Currency Checkers	24
	Currency Supervisors	24 on entry 25 after 5 years' service in the Central Bank 27 after 10 years' service in the Central Bank
	Senior Supervisors Deputy Senior Supervisor	27
Engineering NWQ	Engineering Technician M&GA Engineering Assistant Engineering Supervisor Engineering Supervisor	24
Security	Front of House Security Guards – NWQ	34
	Checkpoint Security Guards – Sandyford	28
	Senior Guards/Control Room Technicians – NWQ	28
	Senior Guard /Control Room Technicians – Sandyford	17
	Chief Guard Chief Security Supervisor Security Operations Manager	30
Technical - Currency	M&GA, M&GS, MGAA MGAI, MGCO, MTEC Fitter, Electrician Engineering Technician Operator (Mechanical/ Electrical) Assistant Engineering Supervisor CCTV Supervisor Quality Assurance Supervisor (Mint) Working Chargehand	24
	(Mechanical/ Electrical) Engineering Supervisor Mint Supervisor	26

Appendix 2: Application Form for Force Majeure

To be completed by the employee who takes <i>Force Majeure</i> leave as soon as is reasonably practicable after the leave is taken pursuant to section 13(3) of the Act.	
Staff Member Name:	
Staff no:	
Division:	
Name of injured/ill person:	
Relationship to employee:	
Outline circumstances which necessitated force majeure leave (Please provide as much detail as possible and include the nature of injury/illness):	
Date(s) of force majeure leave:	

EMPLOYEE DECLARATION

I confirm that I have taken force majeure leave on the above mentioned date(s) because for urgent family reasons, owing to the injury / illness of the person specified above, My immediate presence at that person's address was indispensable.

I declare that the information given above is true and complete.

Signature of Staff Member _____ Date _____

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