



ANNUAL LEAVE ENTITLEMENTS* FOR NEW OR PROMOTED NON-ACADEMIC STAFF

Administrative/IS Staff and other Analogous Grades III, IV, V, VI, VII Annual Leave year runs from 1st January to 31st December	
III (Clerical Officer)	22 days
IV (Assistant Staff Officer)	23 days
V (Staff Officer)	25 days
VI (Senior Staff Officer)	27 days
VII (Administrative Officer)	29 days
APO/PO	30 days
Director	30 days
Student Counsellor	30 days
Careers Adviser	30 days
Practice Nurse	29 days
Occupational Health Officer	27 days
Library Staff Annual Leave year runs from 1st January to 31st December	
III (Library Assistant)	22 days
IV (Senior Library Assistant)	23 days
V (Assistant Librarian)	25 days
Faculty Librarian	29 days
Sub Librarian	30 days
Head of Library Services	30 days
Technical Staff Annual Leave year runs from 1st September to 31st August	
Technician	23 days
Technical Officer	28 days
Senior Technical Officer	29 days

Maintenance Staff	
Annual Leave year runs from 1st September to 31st August	
General Operatives / Lab Aides / Porters etc.	22 days
Craftspersons	25 days (inclusive of Good Friday)
Research Staff	
Annual Leave year runs from 1st January to 31st December	
Research Administrators (A-E)	23 days
Research Assistant	22 days
Senior Research Assistant	23 days
Postdoctoral Researcher	25 days
Senior Postdoctoral Researcher	25 days
Research Fellow	29 days
Senior Research Fellow	30 days

- A “new” employee is an employee who commences employment after 7th January 2014 and who was not previously employed in the Institute within the previous 26 weeks. A person returning from career break or secondment is not a “new” employee for the purposes of these annual leave arrangements.
- In the context of these annual leave arrangements, a “promotion” is a permanent appointment to a higher position or a permanent appointment to a post at a current grade which the appointee has been filling in a temporary or “acting” capacity.
- The banding arrangements for annual leave entitlements were advised by the Department of Education and Skills for Administrative and General Operative and related grades. Other grades as set out above, have been aligned to those banding arrangements by comparing the maximum of the salary scale to the maximum of the salary scale for Administrative grades.
- Annual Leave Entitlements* are inclusive of any compulsory annual leave days as determined by Institute each year.

QUERIES

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The owner of this HR document is the Resourcing Manager.

Human Resources Department April 2014
Approved by HR Team

RELATED DOCUMENTS

Revised Annual Leave Arrangements for Staff Employed by Institutes of Technology and Dublin Institute of Technology other than Lecturing Staff – Circular Letter 0009/2014