



Procedure for Managing Historic Annual Leave Balances

Approved by Executive Committee

1. Annual Leave Balances

- 1.1. Any outstanding annual leave balances must be taken prior to retirement or resignation. To facilitate this, a staff member may be allowed to take a period of annual leave immediately prior to retirement, or in instances of resignation, during the notice period.

2. Verification

- 2.1. Historic annual leave balances in respect of the period prior to 1st January 2020 must be verified to compandbens@ul.ie as follows:
 - 2.1.1. Historic annual leave balances of up to and including 40 days must be verified in writing by the relevant Line Manager/Head/Department Manager and co-signed by the relevant Dean/Division Head.
 - 2.1.2. Historic annual leave balances of 41 days or more must be verified in writing by the relevant Line Manager/Head/Department Manager and co-signed by the relevant Dean/Division Head before being sent to the Director HR and Communications for final approval.
 - 2.1.3. In some circumstances, historic annual leave balances may have been accrued during the tenure of a previous line manager which the current line manager may need to confirm. In such cases the line manager should endeavour to review any available records and consult with the staff member and with the previous line manager, where possible.
 - 2.1.4. The process detailed above to be completed by 25 June 2021.

3. Timelines

- 3.1 Verified historic annual leave balances must be taken according to the following timelines depending upon the number of days remaining in the balance:
 - 3.1.1. Verified historic annual leave balances of up to and including 20 days must be taken before the end of 2023.
 - 3.1.2. Verified historic annual leave balances of 21 days or more, but less than 100 days must be taken before the end of 2024.
 - 3.1.3. Verified historic annual leave balances of 100 days or more will be agreed on a case-by-case basis by the relevant Line Manager/Head/Department Manager and the Dean/Division Head.
- 3.2 Failure to use historic annual leave by the proposed deadlines above will result in forfeit of these days.
- 3.3 Current annual leave balances and historic annual leave balances will be recorded separately on CoreHR and employees will have the option to request annual leave or historic leave as available.

Document Version	CX032.1
Document Owner	Human Resources Division
Approved by	Executive Committee
Date	02 June 2021
Effective Date:	02 June 2021
Scheduled Review Date:	June 2024