

Advisory Note

What are the holiday entitlements for secretaries, caretakers and cleaners?

The annual leave entitlement is 4 weeks per annum paid in advance at the normal weekly rate.

Holiday pay entitlements are calculated using one of the following criteria:

- 4 working weeks in a leave year in which the employee works at least 1,365 hours (unless it is a leave year in which he or she changes employment).
- 1/3 of a working week per calendar month that the employee works at least 117 hours.
- 8% of the hours worked in a leave year (but subject to a maximum of 4 working weeks).

Employers are obliged to keep records of holidays and public holidays for a period of 3 years.

An employee who has worked for 8 months or more is entitled to an unbroken period of 2 weeks' annual leave.

Part-time/Term Time work:

Generally, the annual leave for part-time workers is calculated using the 8% of hours worked method. If you work full time for some months and work part time for the rest, you should calculate the leave for the full-time and the part-time periods of work separately.

Other Leave:

Time spent on maternity leave, adoptive leave, parental leave, force majeure leave and the first 13 weeks of carer's leave is treated as continuous employment and can be used to accumulate annual leave entitlement.

Public/Bank Holidays

There are nine public holidays as follows:

1. Christmas Day
2. St. Stephen's Day
3. The 1st of January
4. St. Patrick's Day
5. Easter Monday
6. The first Monday in May

7. The first Monday in June
8. The first Monday in August
9. The last Monday in October

Note: Good Friday is not a public holiday. While some schools and businesses close on that day, you have no automatic entitlement to time off work on that day.

If you need any further information please email primary@fssu.ie or phone
(01) 9104020.