

8.2 Annual Leave Allowances

Staff recruited or promoted on or after the 1st January 2012 will be entitled to a **minimum** of 22 days annual leave and a **maximum** of 30 days annual leave.

Grade	Allowance	
<u>Research / Administration</u>	Pre 2012	Post 2012
Heads of Directorates	32	30
SPRO / SPAO	32	30
PRO / PAO	32	30
SRO / SAO	32	30
RO (on or above 6 th point)	29 rising to 31 after 10 years	29 rising to 30 after 10 years
RO (on 3 rd , 4 th or 5 th point)	27	
RO (on 1 st or 2 nd point)	25	
<u>Research Technician</u>	Pre 2012	Post 2012
PEO	32	30
EO1	32	30
Amalgamated Grade / EO2	29 rising to 31 after 5 years	29 rising to 30 after 5 years
Career	25 rising to 29 after 5 years and 31 after 10 years	25 rising to 29 after 5 years and 30 after 10 years
Entry	22	
<u>Post Doctoral Research Fellow</u>	25	
<u>Technician Grades 1 to 3 (Including College Technicians)</u>	Pre 2012	Post 2012
Grade 1	22 days rising to 23 after 5 years and 24 after 10 years	
Grades 2 and 3	25 rising to 29 after 5 years and 31 after 10 years	25 rising to 29 after 5 years and 30 after 10 years
<u>Technologist</u>	Pre 2012	Post 2012
Technologist	25 rising to 29 after 5 years and 31 after 10 years	25 rising to 29 after 5 years and 30 after 10 years
<u>Advisory Grades 1 to 5</u>	Pre 2012	Post 2012
Grade 4 / Grade 5	32	30
Grade 2 / Grade 3	32	30
Grade 1 – Officers with 5+ years' service	29 rising to 31 after 10 years	29 rising to 30 after 10 years
Grade 1 – Officers with less than 5 years	25	
Grade 3 who transferred to ACOT from County Committees of Agriculture on 1.7.80 who were appointed to Grade 3 (CADO) before 31.12.83	32	

Grade 1 who transferred to ACOT from County Committees of Agriculture on 1.7.80 or who were recruited by ACOT as Instructors in Agriculture / Horticulture / Poultry / Farm Home Management before 31.12.83	31	
<u>Clerical / Administrative - Teagasc</u>	<i>Pre 2012</i>	<i>Post 2012</i>
Grade 6	32	30
Grade 5	32	30
Grade 4	29 rising to 30 after 5 years and 31 after 10 years	29 rising to 30 after 5 years
Grade 3	23 rising to 24 after 5 years, 25 after 10 years, 26 after 12 years and 27 after 14 years	
Grade 2	23 rising to 24 after 10 years, 25 after 12 years and 26 after 14 years	

<u>Clerical / Administrative – Ex AFT</u>		
Grade 4	31	
Grade 3	25	
Grade 2	24	
<u>Clerical / Administrative – Ex ACOT</u>		
Grade 3*	30	
Grade 2*	29	
<u>Farm and Domestic **</u>	25 (including Good Friday)	
	<i>Pre 2012</i>	<i>Post 2012</i>
<u>Matrons</u>	25 days rising to 29 after 5 years and 31 after 10 years	25 days rising to 29 after 5 years and 30 after 10 years

*In accordance with Labour Court Recommendation no. 10667, this applies to staff employed by ACOT between the date of its establishment in 1980 and 21 August 1986 (the date of the Labour Court Recommendation)

** In accordance with Labour Court Recommendation no 21035.

Please Note:

- Where the annual leave allowance of a grade is stated to increase after a specified period of years, this refers to the years of service in the particular grade. The service in the grade need not be continuous. However, a staff member who may be in an acting capacity at a higher post will be permitted to attract the increased allowance for the period of service at the higher post.
- Under the terms of the Protection of Employees (Fixed Term Work) Act 2003, temporary/contract staff members have the same entitlements as permanent staff.
- All staff are entitled to an additional paid day off on Good Friday.
- The above entitlements will be pro-rated in respect of staff availing of reduced working arrangements (with the exception of parental leave)

- In the case of grades that attract an annual leave allowance of 32 days as outlined above; new staff recruited to those grades/existing staff who receive a promotion to those grades will be subject to a maximum of 30 days annual leave. Therefore staff may be subject to a reduction in annual leave on promotion.

Version	Revision Date	Summary of Changes	Policy Owner
1.0		n/a	HR - Services
2.0	January 2022	Increase in annual leave for Clerical/Administrative Grade 2/3	HR - Services