



RCSI

Term Time Leave

Purpose

The purpose of this policy is to outline RCSI's policy and procedure relating to Term Time.

Please note that Term Time Leave is not an automatic right. The objective of the Term Time Leave Scheme is to provide special leave to be taken in the summer for family and personal commitments.

Policy Statement

RCSI aims to provide a family friendly workplace as well as trying to promote work/life balance for staff. We will endeavour to help staff combine employment with their family life, caring responsibilities and personal life outside the workplace.

RCSI recognises that staff will, from time to time, require time off from employment for a variety of reasons and in this respect have developed this Term Time Leave Policy. This does not affect other policies such as sick leave, annual leave, maternity, paternity leave etc.

Procedure

Under the terms of the scheme, the period of special leave is available as a continuous period of;

1. thirteen weeks commencing the beginning of June,
2. ten weeks commencing the last week of June or
3. eight weeks commencing the first week of June.

The period of term time leave shall be unpaid special leave. The operation of the scheme is subject to the operating requirements of a Department not being adversely affected. The approval of applications may also be determined by the availability of a Department to obtain replacement staff, but only where such is deemed appropriate, by way of temporary recruitment.

The period of special unpaid leave provided under the Term Time Leave Scheme is in addition to normal annual leave. Annual Leave and Public Holidays for all staff

(including part-time staff) will be granted in line with The Organisation of Working Time Act 1997.

Term Time leave will reckon for the purposes of increments. It will not be reckonable for pension purposes.

Annual and public holiday entitlements will be reduced accordingly.

Term Time Leave will only be granted on an annual basis and you must apply each year you wish to take this special leave.

Term time leave is unpaid special leave and those participating in the scheme are granted special administrative arrangements for the payment of basic salary over a period of twelve months commencing from the start of the academic year (September each year). There may be some variations between salary payments due to tax and PRSI calculations.

Sample application process

Year in which Term Time Leave to begin	June 2025
Duration Requested	13 weeks
If application is approved the salary reduction to enable payment over the Term Time leave period (12 equal base pay instalments from this date) will commence from	September 2024

Staff members who avail of these special administrative provisions and are granted payment of basic salary over twelve months will be required to give an undertaking that any overpayment that may arise from their participation in the scheme would be repaid no later than the last day of the tax year (31st December), unless otherwise agreed. It is the responsibility of the staff member availing of the Term Time Scheme to make arrangements to ensure that any voluntary contributions (e.g. pension contributions, deductions, membership), etc. normally deducted from salary continue to be paid (if that is the wish of the staff member concerned).

Social Welfare / Family Income Supplement

Staff in receipt of Family Income Supplement who intend to avail of Term Time leave should contact the Department of Social, Community and Family Affairs to clarify their entitlements.

How to Apply

Staff wishing to participate in the scheme should provide significant advance notice in writing to their Head of Department/nominee, no later than 6 weeks prior to the proposed leave, to determine the feasibility of the request. This application should be approved by your Head of Department/nominee and sent to the Human Resources Department for final approval.

The Human Resources Department will confirm in writing that Term Time Leave has been approved.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this policy and procedure.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.