FSSU
Financial Support Services Unit

# Financial Guideline P05 - 2017/2018

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

The annual leave entitlement is 4 weeks per annum for someone working full time.

The most common method for calculating holiday pay is 8% of the hours worked in a leave year (but subject to a maximum of 4 working weeks).

For example, if an employee works 100 hours, they will be entitled to 8 hours paid holiday leave.

**What about Part-time/Term Time work?**

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

**What about Other Leave?**

Time spent on maternity leave, adoptive leave, parental leave, paternity 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.

**What about 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, there is no automatic entitlement to time off work on that day.

Public holiday pay is based on a part-time employee meeting the minimum requirement of working at least 40 hours over the previous 5 weeks. It also is dependent on the following scenarios:

1. **Public holiday falls on the day the employee normally works:**

   Employee is entitled to a paid day off (normal pay for the day) on that day.

2. **Public holiday falls on the day the employee does <u>not</u> normally work:**

   Employee is entitled to 1/5 of the normal weekly rate of pay.

**If you need any further information, please email primary@fssu.ie or phone (01) 910 4020.**

**Louise McNamara,**
**Director,**
**Financial Support Services Unit.**

# Treoir Airgeadais P05 - 2017/2018

**Cé na laethanta saoire a bhfuil rúnaithe, feighlithe agus glantóirí ina dteideal?**

Is é 4 seachtaine sa bhliain an teidlíocht saoire bliantúla do dhuine atá ag obair go lánaimseartha.

Is é an modh is coitianta le pá saoire a ríomh ná 8% de na huaireanta a oibrítear i mbliain saoire (ach nach mó ná 4 seachtaine oibre).

Mar shampla, má oibríonn fostaí 100 uair an chloig, beidh sé i dteideal 8 n-uair an chloig de shaoire íoctha.

**Céard faoi obair pháirtaimseartha/théarma?**

Go ginearálta, déantar an tsaoire bhliantúil d'oibrithe páirtaimseartha a ríomh ar an mbealach céanna, .i. 8% de na huaireanta a oibrítear. Má oibríonn duine go lánaimseartha ar feadh roinnt míonna agus páirtaimseartha don chuid eile, is cóir na tréimhsí lánaimseartha agus páirtaimseartha a oibriú amach astu féin.

**Céard faoi chineálacha eile saoire?**

Is mar fhostaíocht leanúnach a dhéantar plé le saoire mháithreachais, saoire uchtála, saoire thuismitheoireachta, saoire atharthachta, saoire *force majeure* agus na chéad 13 seachtaine de shaoire chúramóra. Fágann sé sin gur féidir an t-am sin a úsáid le teidlíocht saoire bliantúla a charnadh.

**Céard faoi laethanta saoire poiblí/bainc?**

Bíonn naoi lá saoire poiblí ann gach bliain, mar seo a leanas:

1. Lá Nollag
2. Lá Fhéile Stiofáin
3. An 1 Eanáir
4. Lá Fhéile Pádraig
5. Luan Cásca
6. An chéad Luan i mí na Bealtaine
7. An chéad Luan i mí an Mheithimh
8. An chéad Luan i mí Lúnasa
9. An Luan deireanach i mí Dheireadh Fómhair

**Tabhair do d'aire:** Ní saoire phoiblí í Aoine an Chéasta. Cé go ndúnann roinnt scoileanna agus gnólachtaí ar an lá sin, níltear i dteideal am saor ón obair sa ghnáthchúrsa.

Íoctar pá as saoirí poiblí le fostaí páirtaimseartha ar chuntar go gcomhlíonann sé an bunriachtanas gur oibrigh sé 40 uair an chloig ar a laghad le 5 seachtaine anuas. Braitheann sé freisin ar na nithe seo a leanas:

1. **Go bhfuil an tsaoire phoiblí ar lá a n-oibríonn an fostaí go hiondúil:**

   Beidh an fostaí i dteideal lá saoire íoctha (an gnáthphá don lá) ar an lá sin.

2. **Go bhfuil an tsaoire phoiblí ar lá <u>nach</u> n-oibríonn an fostaí go hiondúil:**

   1/5 den ghnáthráta pá seachtainiúil.

**Má bhíonn tuilleadh eolais uait, cuir r-phost chuig primary@fssu.ie nó cuir glao ar (01) 910 4020.**

**Louise McNamara,**
**Stiúrthóir,**
**An tAonad um Sheirbhísí Tacaíochta Airgeadais.**