

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

7 December 2007

**To: Chief Executives
Council Members
MSO/TUSO**

Joint Negotiating Council Circular No. 140

Annual Leave Entitlement

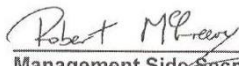
Following the implementation of the Employment Equality (Age Regulations) (Northern Ireland) 2006, the Joint Secretaries of the Joint Negotiating Council have agreed to a revision of the current provisions relating to Annual Leave entitlement.

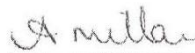
With effect from 1 April 2007 new entrants will be granted a minimum leave entitlement of 20 days per year which will be increased to 28 days on completion of five years' service.

Staff currently employed will receive the maximum leave entitlement as determined by their grade on completion of five years' service. Staff who have completed 5 years' service but have less than 10 years' service will be granted their maximum leave entitlement as determined by their grade with effect from 1 October 2006. [This entitlement was previously granted on the completion of ten years' service.]

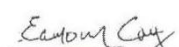
The revised Annual Leave entitlements are detailed in the attached appendix.


Note: *In accordance with JNC Circular 25 re: Long Service Leave, staff are no longer required to wait until the leave year following the fifth anniversary of appointment to receive the additional long service leave. Additional Annual Leave, pro rata to service in the leave year in which the fifth anniversary of appointment falls, should be granted. The additional annual leave will be expressed in whole days rounded down where necessary.*


Management Side Secretary
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A Millar


Trade Union Side Secretary
L Kerr


Trade Union Side Secretary
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Revision of Annual Leave Entitlement with effect from 1 October 2006 (1 April 2007 for new entrants)

Grade or equivalent	Spinal Points/Range (or equivalent salary)	Minimum Entitlement	After 5 years' service
Scales 1(a), 1(b), 1(c), 2/Clerk Typist/ Clerical Officer/Senior Clerical Officer Technician 1/Technician 2	Pts 4 – 17	20 days	28 days
Executive Officer/ Technician 3	Pts 18 – 25	21 days	29 days
Senior Executive Officer/ Administrative Officer/Technician 4	Pts 26 – 36	23 days	30 days
Senior Administrative Officer/ Assistant Principal Officer/ Principal Officer	Pts 38 – 49	25 days	31 days
Senior Principal Officer/ Education Officer/Assistant Senior Education Officer/ Head of Department	Pt 49 and over	27 days	33 days