



**UNIVERSITY OF
LIMERICK**
OLLSCOIL LUIMNIGH

University of Limerick

**PERSONAL DEVELOPMENT
LEAVE SCHEME**

1 Introduction

1.1 Purpose

The University of Limerick recognises the importance of its employees and that employee performance is critical to its success. Employee performance is enhanced through, inter alia, personal development. The purpose of this Policy is to set down the conditions under which personal development leave is available to employees.

1.2 Scope

1.2.1 To whom does the policy apply?

This Policy applies to any University employee with the requisite number of years' service.

1.2.2 In what situations does the policy apply?

An employee who has accrued the requisite years of service may avail of personal development days on the following basis:

<u>Years of Service</u>	<u>Development Days</u>
15 years' service	2
25 years' service	3
35 years' service	3

A break in service will not disqualify an employee from availing of personal development leave. The length of service will be the sum of all service to the University inclusive of leave availed of in respect of statutory leave entitlement.

1.2.3 Who is responsible for ensuring that the policy (and any associated procedure) is implemented and monitored?

It is the responsibility of the Director, Human Resources Division to ensure implementation of this Policy as approved. It is a matter for the relevant line manager to approve the leave in the first instance prior to a submission to the Human Resources Division in this regard.

2 Context

2.1.1 Legal and Regulatory Context

This Policy is in conformance with employee entitlements to leave as provided for in related Irish legislation and their contracts of employment.

3 Policy Statements

3.1 Principles

This Policy is to ensure the fair and consistent treatment of all employees who wish to avail of personal development leave.

Personal development leave will only apply to the anniversary year in which it is attained and may not be carried forward to following years.

Employees will be eligible to take personal development leave by agreement with their line managers within the twelve months following the anniversary date.

Part-time employees can avail of personal development leave days on a pro rata basis.

4. Related Procedures for Personal Development Leave

4.1 The Human Resources Division will advise employees and their line managers of the entitlement for personal development leave on or before the relevant anniversary of commencing employment with the University as set out in 1.2.2 above.

4.2 Following personal development leave, employees and their line managers should identify and include the benefits of the leave as part of Performance and Development Reviews and record the outcomes in the PDRS form.

5. Related Documents

5.1 Long Service Awards Policy

6 Document Control

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