

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

21 October 1999

PW/PM

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

Council Circular No. 31

Payment in Lieu for Untaken Leave

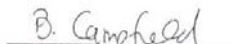
The Joint Secretaries of the Joint Negotiating Council have agreed to the implementation of the advice given by NJC on the issue of payment in lieu of untaken annual leave in cases where staff are unable to take their outstanding annual leave entitlement before the employment contract ceases. The advice is outlined below:-


Annual leave not taken before the date of leaving may be paid for in cases where staff are unable to take their outstanding leave entitlement. In particular we recommend payment in lieu in the following circumstances where a member of staff has been unable to take their annual leave due to:-


- (i) long-term sickness absence up to the date of leaving;
- (ii) an employer requiring a member of staff to work up to their leaving date due to the exigencies of the service.


This advice does not extend to situations where an employee has deliberately chosen not to take the balance of annual leave to which he/she is entitled. Payment in lieu of untaken leave will only be made in the most exceptional circumstances.


Management Side Secretary
J G Martin


Trade Union Side Secretary
B Campfield


Trade Union Side Secretary
G Manly


Trade Union Side Secretary
J Donaghy


Trade Union Side Secretary
A Mills