

JOINT NEGOTIATING COUNCIL EDUCATION AUTHORITY

10 April 2025

To: Council Members
MSO/TUSO

JOINT NEGOTIATING COUNCIL CIRCULAR NO. 140 (FOURTH ADDENDUM)

ANNUAL LEAVE ENTITLEMENT

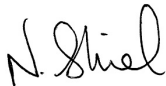
Following agreement on a Pay and Grading Review for EA employees on NJC pay scales, the attached Appendix detailing annual leave entitlement has been updated.

Please note that the only change is to reflect the new spinal pay points applicable to grades following the Review however, the annual leave entitlement remains the same.

This entitlement applies to a 5-day working pattern. For alternative working patterns, an equivalent leave entitlement should be calculated.



Management Side Secretary
M McDermott



Trade Union Side Secretary
N Shiel



Trade Union Side Secretary
J McCusker



Trade Union Side Secretary
J Donley



Trade Union Side Secretary
K Ellison

Appendix to JNC Circular No 140 – Fourth Addendum (10 April 2025)

Annual Leave Entitlement with effect from 1 April 2024

SCP¹ wef 01.04.2024	Updated Grade or equivalent²	Minimum Entitlement	After 5 year's service
NJC Main 1 Pts 5 – 8	Clerical Officer / Technician 1 / Classroom Assistant / Nursery Assistant / Catering Assistant / Transport Escort / Groundsperson / Supervisory Assistant / General Assistant 1 / School Crossing Patrol / Cleaner /	23 days	29 days
NJC Main 2 Pts 11-14	Senior Clerical Officer / Technician 2 / Classroom Assistant SEN / Cleaning Supervisor / Cook / Senior Supervisory Assistant / General Assistant 2 / Unit Catering Supervisor / Driver / Assistant Building Supervisor / Building Supervisor (no supervision)	23 days	29 days
NJC Main 3 Pts 17 – 20	Executive Officer / Technician 3 / Classroom Assistant ASEN / Building Supervisor (with supervision) / Senior Unit Catering Supervisor / Senior Driver / Mechanic / Foreperson / Behaviour Support Assistant	23 days	30 days
NJC Main 4 Pts 23 – 26	Senior Executive Officer/ Technician 4	24 days	31 days
NJC Main 5 Pts 29 - 32	Administrative Officer, Education Welfare Officer		
NJC Main 6 Pts 33 – 36	Senior Administrative Officer	26 days	32 days
NJC Main 7 Pts 37- 40	Assistant Principal Officer, Senior Education Welfare Officer		
NJC Main 8 Pts 41- 44	Principal Officer, Deputy Chief Education Welfare Officer		
NJC Main 9, 10, 11 and 12 Pt 45 and over	Senior Principal Officer 1/ Senior Principal Officer 2 / Education Officer/ Chief Education Welfare Officer / Assistant Senior Education Officer/ Assistant Director	28 days	34 days

¹ Updated spinal pay points following agreement on a Pay and Grading Review (*JNC Circular No 352 dated 17 September 2024 refers*)

² **To note** there may be some slight local variations to job titles due to legacy naming conventions