

CONSTRUCTION INDUSTRY FEDERATION

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July 2013

IR Circ: 2013/06

TO: ALL MEMBERS

SUMMER HOLIDAYS 2013

Dear Member

Member firms are reminded that the official period for the summer holidays will be from closing time on Friday 19 July until starting time on Tuesday 6 August 2013 (10 annual leave days and 1 public holiday).

Operatives continuously employed since the last summer holidays and remaining in the employment of the company are entitled to 11 days paid leave (10 annual leave days (**78 hours**) and 1 public holiday (**8 hours**) = **86 hours** in total).

Operatives who commenced employment some time after the summer holidays in 2012 or whose employment is being terminated should have their annual leave calculated on the cesser pay basis as follows:

- a) 13.65 hours holiday pay for each 4 week period in which at least 117 hours have been worked (107 hours for under 18 year olds) plus 13.65 hours for any remaining period of less than 4 weeks in which at least 117 hours have been worked. Any annual leave paid since the last summer holidays should be deducted.
- b) Operatives who have not worked a total of 117 hours will be entitled to 8.4% of the hours that they have worked.
- c) For workers who are not on a time rate or fixed wage (e.g. piece work), holiday pay is based on average earnings in the previous 13 weeks. The total earnings (excluding overtime) in the 13 weeks prior to the annual leave, divided by 13 and divided again by 39 gives the average hourly rate to be used for holiday pay. For those workers who have been employed for less than 13 weeks, divide the total earnings (excluding overtime) by the number of weeks employed and divide again by 39 to obtain an average hourly rate.

All employees remaining in the employment of the company are entitled to pay for the public holiday.



In addition to their annual leave, full-time employees absent from work immediately before the annual holidays will be entitled to payment for the public holiday unless the absence is :

- a) in excess of 52 consecutive weeks for reason of an occupational injury,
- b) in excess of 26 consecutive weeks for reason of illness or injury,
- c) in excess of 13 consecutive weeks authorised by the employer, including temporary lay-off.

Please also note that full travelling allowances, where applicable, should be included in holiday pay. This agreement applies to the cities of Dublin, Cork, Limerick, Waterford and Galway. Therefore, operatives in those areas will be entitled to have included in their holiday pay the travelling allowance they are in receipt of at the time of the holidays.

Operatives being cesser paid will be entitled to have their travelling allowance included on a pro rata basis.

The enclosed notice should be displayed prominently on site and in the workshop before the holiday period. The appropriate days should be filled in. In most cases these will be 19 July and 6 August 2013 respectively.

The above information is also available on the CIF website at www.cif.ie.

If you have any queries on holiday pay or cesser pay, please contact the Federation.

Yours faithfully



Jean Winters
Senior Executive
Industrial Relations, Employment and Manpower Services

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CONSTRUCTION INDUSTRY FEDERATION

NOTICE OF ANNUAL LEAVE

SUMMER 2013

ALL EMPLOYEES ENTITLED TO TWO WEEKS ANNUAL LEAVE (SUMMER 2013) ARE HEREBY INFORMED THAT SUCH ANNUAL LEAVE WILL COMMENCE AT FINISHING TIME ON FRIDAY _____ AND TERMINATE AT STARTING TIME ON TUESDAY _____ ALL PAYMENTS DUE IN RESPECT OF ANNUAL LEAVE WILL BE PAID AT THE COMMENCEMENT OF ANNUAL LEAVE.

A WORKER WHO HAS NOT WORKED CONTINUOUSLY WITH THE FIRM FOR THE PAST EMPLOYMENT YEAR QUALIFIES FOR CESSER PAY IN RESPECT OF EACH PERIOD OF FOUR WEEKS DURING WHICH HE HAS WORKED NOT LESS THAN 117 HOURS (107 HOURS FOR UNDER 18 YEAR OLDS).

CESSER PAY IS CALCULATED AT THE RATE OF 13.65 HOURS PAY FOR EACH SUCH PERIOD, LESS ANY ANNUAL LEAVE PAID DURING THE YEAR.

