

CONSTRUCTION INDUSTRY FEDERATION

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CHRISTMAS HOLIDAYS 2014 / 2015

Dear Member

The official period for the Christmas holidays will be from closing time on Tuesday, 23 December 2014 to starting time on Monday, 5 January 2015 (5 annual leave days and 3 public holidays). The pay arrangements for the Christmas holidays are as follows:

- (a) Operatives continuously employed for at least 12 weeks up to Christmas and remaining in the employment of the company:

8 days paid leave (5 annual leave days and 3 public holidays)

TOTAL: 62 hours holiday pay

- (b) Operatives continuously employed for at least 8 weeks up to Christmas and remaining in the employment of the company:

2 cesser pay periods at 13.65 hours plus 3 public holidays

TOTAL: 50.30 hours holiday pay

- (c) Operatives continuously employed for 4 weeks or less up to Christmas who have worked at least 117 hours and who are remaining in the employment of the company:

1 cesser pay period at 13.65 hours plus 3 public holidays

TOTAL: 36.65 hours holiday pay

- (d) Operatives leaving the company or being dismissed will be entitled to 13.65 hours holiday pay for each 4 week period in which they have worked at least 117 hours, plus 13.65 hours holiday pay for any remaining period of less than 4 weeks in which at least 117 hours have been worked, less any annual leave paid since August 2014.



- (d)(i) Operatives who commenced employment within four weeks of Christmas and who have not worked at least 117 hours, or operatives leaving the company or being dismissed who have not worked at least 117 hours, will be entitled to 8.4% of the hours they have worked.
- (e) In addition to annual leave, operatives leaving the company or being dismissed at the time of the holidays and who have worked at any time during the four weeks prior to the 23rd of December 2014 will be entitled to payment for 2 public holidays.
- (f) All full-time employees returning to work after the Christmas holidays will be entitled to payment for the 3 public holidays, regardless of the number of hours worked prior to Christmas.
- (g) 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 with the firm for less than 13 weeks, divide the total earnings (excluding overtime) by the number of weeks employed and divide again by 39 to get an average hourly rate.
- (h) Full-time employees absent from work immediately before the holidays will be entitled to payment for the public holidays unless the absence is:
 - (i) in excess of 52 consecutive weeks by reason of an occupational injury,
 - (ii) in excess of 26 consecutive weeks by reason of illness or injury,
 - (iii) in excess of 13 consecutive weeks authorised by the employer including temporary lay-off,
 - (iv) an absence by reason of strike.
- (i) Travelling allowance, where applicable, should be included in holiday pay. Operatives 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.

If you have any queries in connection with the above, please contact the Industrial Relations Department. This circular is also available in the Industrial Relations section of the CIF website at www.cif.ie.

Yours faithfully,



Jean Winters

Director
Industrial Relations & Employment Services

