

**JS/12/42**

20 November 2012

Dear Colleague

### **Annual Leave in the Summer Break**

Due to some issues identified over the summer of 2012 the Joint Secretaries are issuing advice on the setting of annual leave in the summer break.

Joint Secretaries are clear that Part 2, Section 5, paragraph 5.6 of the SNCT Handbook applies and that it is for the LNCT to determine the placement of the 40 days annual leave within the school holiday periods, however we would recommend that the last week or day of the summer break is designated as annual leave. This should resolve the difficulties some councils faced regarding retirements at the end of the school session and will enable councils to make the correct payments in August.

Councils should also continue to bear in mind the advice issued on teachers leaving service in August in JS/12/39 as this calculation will continue to be necessary for leavers every August.

Yours sincerely

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