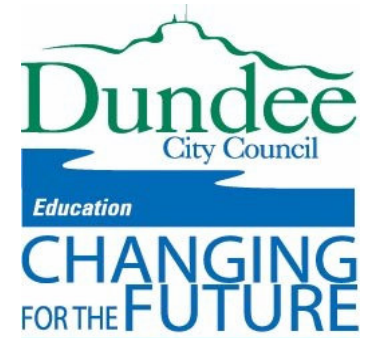


Dundee Negotiating Committee for Teachers



*Joint Secretary Representing Management
Janet Robertson
Education Human Resources Manager
Education Department
Dundee City Council
Floor 8 Tayside House
28 Crichton Street
Dundee DD1 3RJ
T 01382 433335
F 01382 433080
E janet.robertson@dundeecity.gov.uk*

*Joint Secretary Representing Unions
Kevin Nolan
PT Guidance
Grove Academy
Camperdown Street
Dundee DD5 3AE
T 01382 436800
F 01382 436851*

*Minute Secretary
Gordon Winton
Committee Services Officer
Support Services Department
Dundee City Council
21 City Square
Dundee DD1 3BY
T 01382 434818
F 01382 434666
E gordon.winton@dundeecity.gov.uk*

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Dear Colleague

ALLOCATION OF ANNUAL LEAVE AND SCHOOL CLOSURE DAYS

Following a change to national conditions of service, local agreement has been reached with regards to the allocation of 40 days annual leave to be taken during school holiday periods with the balance of school holiday periods being deemed school closure days.

A copy of the agreement is attached.

Janet Robertson
Kevin Nolan
(Joint Secretaries)

DNCT/22

ALLOCATION OF ANNUAL LEAVE AND SCHOOL CLOSURE DAYS

All teachers and associated professionals are entitled to the 40 days annual leave (inclusive of statutory holidays) per annum (pro rata if part time), to be taken in accordance with the school holiday calendar. The balance remaining during the set school holiday periods are now determined as school closure days. It is for local negotiation as to which non pupil or inset days are school holidays and which are closure days.

Agreement has been reached that the principle to be used in Dundee City Council will be as follows:-

1. Holidays will be allocated in 5 day blocks.
2. The holidays will be split evenly throughout the 4 closure periods.
3. The split will ensure, where possible, that staff leaving mid term will be due a balance of holidays from the council, if they have been in employment since the start of the academic year.

The allocation of 5 day blocks will be as follows:-

- Autumn Holidays - 5 days annual leave/5 closure days
- Festive Holidays - 10 days annual leave
- Easter Holidays - 10 days annual leave
- Summer Holidays - 15 days annual leave/balance closure days
- All single day Holidays - closure days

An annual calendar showing working days, inset days, annual leave days and closure days will be agreed by the DNCT and will be issued to schools and available on the intranet on an annual basis.