

# An Garda Síochána

Stiúrthóir Feidhmiúcháin,  
Acmhainní Daonna agus Forbairt  
Daoine,  
Ceanncheathrú an Gharda Síochána,  
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*Luaigh an uimhir thagartha seo a leanas,  
le do thoil:*

*Please quote the following ref number:*



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Human Resources and People  
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Treoir Ceanncheathrú/  
HQ Directive No: 026/2024

Dáta/Date: 5 April 2024



**Gach Oifigeach, Cigire agus Stáisiún - Each Officer, Inspector and Station. Is doiciméid faoi iontaoibh é seo le h-úsáid ag pearsanra den Gharda Síochána amháin. This is a confidential document for use only by Garda Personnel.**

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## Re: Carryover of Annual Leave to the 2024/2025 Annual Leave Year for Garda Members

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As outlined in HQ Directive [06/2023](#), all members are entitled to carryover any unused portion of Annual Leave into the 2024/2025 leave year.

There is no requirement to apply to carry over annual leave.

A report underlining the number of day's annual leave remaining should be attached to the member's D9 form and submitted to their supervisor for transmission to their Business Service Functional Area/Divisional Office as appropriate for processing and verification. Where the Roster Duty Management System (RDMS) is in use, there is no requirement in regards to the D9 form.

Garda members are encouraged to avail of surplus accrued leave which has built up over the course of the Covid-19 Pandemic in the forthcoming leave year.

This matter is being considered with respect to management of annual leave for the subsequent leave year.

For the attention of all members.

**MS. YVONNE COOKE,  
ACTING EXECUTIVE DIRECTOR,  
HUMAN RESOURCES & PEOPLE DEVELOPMENT**