

# An Garda Síochána

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Achmainní Daonna agus Forbairt  
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Treoir Ceanncheathrun/  
**HQ Directive No: 070/2024**  
Dáta/Date: 06 September 2024

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## Re: Management and Accrual of Annual Leave for Garda Members.

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Due to the exceptional circumstances associated with the COVID19 pandemic, the contents of HQ Directives 026/2024, 006/2023, 005/2022 and 005/2021 on the carryover of annual leave, reflected the organisational position associated with the measures taken by An Garda Síochána to meet policing needs during that time.

It is now appropriate to revert to the established pre-Covid-19 arrangements for the management of annual leave, including carryover. Garda Management are therefore reminded of Garda Code Section 11.3 (6), which states:

*“When the District Officer considers it necessary, leave rosters will be prepared in respect of Station parties in the month of April showing the periods of annual leave allotted to each member for the current leave year. Ordinarily, such rosters will be adhered to in the granting of leave”,*

It is confirmed that the current abstraction rate is 25% and the Absence Management section of HQ Directive [052/2008](#) remains in place.

### Current Annual Leave Compliment

For the leave year 2024/25, members are requested to provide their local Garda Management with a plan (in keeping with Garda Code 11.3(6)) of when they intend to avail of their current annual leave. All members are reminded that annual leave is a statutory entitlement and should be used, in so far as practicable, in the leave year, exclusive of TOIL.

### Accrued Annual Leave Compliment

Commencing no later than 6<sup>th</sup> September 2024, a Divisional Review, utilising RDMS, of the accrued annual leave for members of all ranks within their Division/Region will be undertaken by Divisional Officers. Arrangements should then be made to facilitate a reduction of members’

accrued annual leave, over time, where there is a high number of carried forward days. Priority is to be given to members approaching retirement.

**Note:** The purchase back of unused Annual Leave while a member is still serving is not an available option. Accrued Annual Leave must, where practicable, be used while a member is in service, particularly in regards to Statutory provisions.

If any member is seeking to take more than 8 weeks' consecutive annual leave at any one time, this must be approved in advance by the relevant member of the Executive i.e. Deputy Commissioner or Chief Corporate Officer.

Paragraph 8.6 of the Midlands Working Time Agreement, 2024, provides:

*"Where a member has applied for annual leave and, because of the exigencies of the service, the application is refused or cancelled and their annual leave entitlement cannot be availed of within the leave year, that member shall have the unused portion of his/her annual leave entitlement carried over in full into the next annual leave year. This shall also apply to leave that cannot be taken by reason of maternity leave, illness or injury (subject to current collective agreements). Other than the areas as outlined above, annual leave will not be cancelled save in exceptional circumstances."*

In circumstances where a retirement date does not allow for the full utilisation of annual leave before a member's service ends, suitable arrangements will be facilitated following engagement with, and approval by, the appropriate Divisional Officer (or for any rank higher, the appropriate Officer).

As outlined in the Midlands Working Time Agreement, 2024 "*Proper planning and management is essential to meet the objective of matching resources to policing demands while protecting, as far as possible, the health, safety and welfare of members*". There is a duty of care to every member of An Garda Síochána and local management should now engage with all members with regard to planning for the 2025/2026 annual leave year to ensure that annual leave is taken by all personnel.

For the attention of all Garda members, and strict compliance where necessary



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**YVONNE COOKE**  
**ACTING EXECUTIVE DIRECTOR**  
**HUMAN RESOURCES AND PEOPLE DEVELOPMENT**