

# Management Guidelines on Cover for Temporary Vacancies

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## Purpose

This guide is designed as an aid for management and is not a substitute for NUI Galway policies and procedures which should be referred to for a comprehensive outline of the policies and practises.

It outlines the process by which Managers can obtain replacement cover for support posts in respect of the following leaves schemes *Maternity Leave, Sick leave, Career Break, Job Share and Parental Leave*. Approval for a replacement post must be sought through the *Central Support Staffing Priorities Group (CSSPG)* or the *Priorities Sub-Committee of Academic Planning and Resource Committee (APRC)*.

Note the CSSPG have delegated responsibility of the approval of temporary cover to the Chair person and the Executive Director of Operations in the event that the meetings of CSSPG are not at an appropriate time. All approvals will be formally notified to the CSSPG. Priorities Sub-Committee have similarly delegated responsibility to the Registrar and Deputy-President and Academic Secretary.

***Normal Recruitment channels are redeployment, internal advertising and, subject to UMT explicit approval, external advertising***

## Maternity Leave\*

Where a vacancy arises as a result of a staff member commencing maternity leave **automatic provision for cover will apply on a 100% basis**. Line Managers should contact the Human Resources office in relation to the filling of the replacement post. The post will be filled through the normal recruitment channels.

## Sick Leave\*

**Automatic sick leave cover will apply on a 50% basis** should the need arise. Line Managers should contact the Human Resources Office with regard to the provision of cover.

Where a vacancy arises as a result of a staff member commencing long term sick leave<sup>1</sup>, **a Line Manager can apply to CSSPG/Priorities for a replacement post on a 100% basis** subject to confirmation of unit/school budget availability and that the unit/school is operating within an approved staffing plan.

On receipt of approval from the appropriate committee, the Line Manager should contact the Human Resources office in relation to the filling of the replacement post. The post will be filled through the normal recruitment channels.

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<sup>1</sup> one year duration or more

## Career Breaks

### Career Break (1 Year or less)\*

A staff member availing of a career break of 12 months or less has the option to return to the post they vacate. **The post may be filled automatically** on a temporary basis. Line Managers should contact Human Resources. The post will be filled through the normal recruitment channels.

### Career Break (Greater than 1 year)

A staff member availing of a career break of greater than 1 year's duration forfeits the right to return to the position. **The post becomes a permanent vacancy and approval to fill the post must be obtained through CSSPG/Priorities, following usual procedures,** subject to confirmation of unit/school headcount and budget and that the unit/school is operating within an approved staffing plan. The post will be filled through the normal recruitment channels. *Managers should note that if someone has occupied the post on a temporary they may be entitled to remain in the post.*

## Job Share\*

### Job Share - Initial 2 year period

Staff availing of the Job Share are entitled to revert to full time after a two year period.

Where a vacancy arises as a result of an approved 2 year job share **cover will be automatically provided.** Managers should contact Human Resources to have the vacancy filled. The post will be filled through the normal recruitment channels.

### Permanent Job Share

Where a vacancy arises as a result of an approved **permanent** job share application **approval to recruit a permanent sharer must be obtained from the CSSPG/Priorities, following usual procedures,** subject to confirmation of unit/school headcount and budget and that the unit/school is operating within an approved staffing plan. The post will be filled through the normal recruitment channels. *Managers should note that if someone has occupied the post on a temporary basis they may be entitled to remain in the post.*

## Parental Leave\*

A staff member availing of parental leave may do so on a block or day release. **Cover for block release parental leave is automatic.** Line Managers should contact Human Resources Operations Manager in relation to the backfill.

Parental leave is unpaid and therefore replacement resources will not impact headcount or incur greater costs than the salary savings.

In the event that Parental Leave is not taken in a block form then cover **may** be provided in certain circumstances. It should be noted that it is unlikely that cover will be required in all cases or even most cases but requests will be considered favourably in the following circumstances:

- Where more than one staff member in a unit/school/college seeks leave in the same time period.
- If the absence is during a busy/pressurised time for a unit/school.

- The proposal to replace an individual is feasible, e.g. it may not be practical to replace someone who is taking leave at a rate of one hour per day.

\* All consequential vacancies arising as a result of cover being provided for maternity leave, sick leave, career breaks, job shares and parental leaves may be filled on a like-for-like basis. Additional approval will not be required and Line Managers should contact the Human Resources office in relation to the filling of the replacement post. The post will be filled through the normal recruitment channels.

**Contact Information: HR Operations Manager HR Office**

**Secretary to CSSPG**

**Secretary to Priorities Sub-Committee**