



**22 June 2022**

**Circular LG (P) 01/2022 - Revision of Working Hours in Local Authorities**

A Dhuine Uasail,

I am directed by the Minister for Housing, Local Government and Heritage to convey the following instructions to local authorities in relation to the Haddington Road Agreement (HRA) working hours.

**To:** HR Managers in each local authority

**Effective From:** 1 July 2022

**1. Purpose**

1.1 This circular provides instructions on the application of the restoration of the HRA working hours.

**2. Application**

2.1 This circular applies to all employees in grades who were the subject of increased hours under the HRA and all new recruits to these grades since that date.

2.2 The adjustments should be applied, as appropriate, from **1 July 2022**.

2.3 Circular LG (P) 5/2013 is rescinded from 1 July 2022.

**3. General**

3.1 This circular implements the Independent Hours Body recommendations in relation to the Haddington Road Agreement Hours for Local Authority Employees.

**4. Working Hours**

4.1. HRA hours implemented in 2013 will be restored with effect from July 1 2022.

4.2. A minimum floor of 35 hours per week will apply to all employees in grades who were the subject of increased hours under the HRA and all new recruits to these grades since that date.

4.3. The normal attendance period will be set by each local authority.

4.4. As a result of this change the majority of staff encompassed by the change provided for under the Haddington Road Agreement will now be working 35 hours net per week. For those not on 35 hours net per

week, adjustments will need to be made to the above attendance period by local management. Those who do not work full-time will have their working time reduced on a pro-rata basis.

- 4.5. Annual leave will not be impacted by the restoration of hours.
- 4.6. Where an employee availed of the option under the terms of previous public service agreements to remain on pre-HRA working hours they may elect to remain on those hours or move to the 35 hour net working week with an appropriate pay adjustment in both cases.
- 4.7. There is no adjustment at this time to the overtime divisor.
- 4.8. Flexible working arrangements (flexitime) in Local Authorities should be updated to reflect these revised working hours.
- 4.9. Management has the responsibility and the right to actively manage flexible working arrangements in their organisations to ensure that Departments/Offices can meet their business needs across the full working day. Flexitime is only possible as long as it supports and enhances the efficient operation of Departments/Offices. In particular, all areas must always be appropriately staffed during the working day including lunch breaks.

## 5. Queries

- 5.1 Enquiries from individual officers in respect of this circular should be addressed in the first instance to the local HR Unit of their parent local authority.
- 5.2 This circular will be available on the Department's website. Enquiries regarding the application of this circular from HR units should be emailed to: [localservices@housing.gov.ie](mailto:localservices@housing.gov.ie)

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Joan Murphy  
Assistant Principal Officer  
Local Government HR