

E109/50/11

18th January 2012

Letter to Personnel Officers: Revised Annual leave Arrangements

1. Following the announcement on 16 November 2011 by the Minister for Public Expenditure and Reform it is intended that the following revised annual leave arrangements will apply in relation to the annual leave of:

- i) existing civil service staff,
- ii) new civil service entrants and
- iii) promoted civil servants.

A more formal note following consideration of the matter at General Council will issue in due course.

Revised annual leave arrangements for existing Civil Servants

2. The annual leave allowance for certain existing civil servants will be amended from 1 January 2012 or from whatever subsequent date their annual leave year commences in 2012. The revised annual leave and banding arrangements for such staff are set in out in appendices I and II respectively.

3. It should be noted that existing staff who have in excess of 32 days annual leave will have that leave reduced to 32 days maximum. Staff who may lose annual leave in 2012 under these arrangements will be entitled to compensation of 1.5 days per day of the annual loss as a once off concession.

4. In the event that existing civil servants are in receipt of local festival days or race days it is now the position that such leave arrangements are abolished. Any such festival or race day leave will be compensated at 1.5 days per day the annual loss as a once off concession.

5. The taking of annual leave by staff is always subject to the exigencies of the work, the Organisation of Working Time Act, 1997 and the granting/carryover rules set in Circular 27 of 2003.

Revised annual leave arrangements for newly recruited entrants and promoted Staff

6. All staff who have been recruited with effect from 14 December 2011 will have an annual leave allowance, depending on their grade, of between 22 and 30 days (subject to the terms and conditions of the relevant recruitment competition concerned).

7. Staff who are promoted with effect from 14 December 2011 will have an annual leave allowance, depending on their grade, of between 22 and 30 days.

8. The annual leave allowances of recruited new entrants and promoted grades are set out in Appendix III and the banding system for such staff set out in Appendix IV.

9. Promoted staff will not receive compensation for any change in their annual leave arrangements on promotion.

Existing Civil Servants currently in receipt of 22 days Annual Leave allowance

10. Existing staff currently in receipt of 22 days annual leave and who are subject to a service requirement for annual leave progression will have their leave allowance adjusted to 23 days with effect from 1 January 2012. Such staff will continue to avail of service based annual leave allowance in the normal way as may be appropriate.

11. The annual leave allowances in appendices I to IV are inclusive of any days where Departments or Offices are closed but are exclusive of Public Holidays and Good Friday.

Application of revised annual leave allowance to Part-Time Staff

12. As provided for in section 19 of the Organisation of working Time Act, 1997 and paragraphs 7 and 8 of Circular 27 of 2003, part-time staff will have their annual leave allowance and compensation leave determined by the pro-rata amount as provided for in the appendices of this circular letter.

13. The management of annual leave is a matter for which individual Departments/Officers are responsible having regard to the exigencies of the work, the Organisation of Working Time Act, 1997 and the rules set in Circular 27 of 2003

14. Circular 6 of 2011 is withdrawn.

15. Any queries regarding this circular letter from Departments/Offices should in the first instance be sent to Travel.Policy@per.gov.ie. Individual Officers should address their queries directly to their own Personnel sections.

Nicholas Meehan
Assistant Principal

Personnel and Remuneration Division.

EXISTING CIVIL SERVANTS

Annual leave allowances applying to civil servants from 1 January 2012 or the start of their annual leave year if it commences after that date.

General Service Grades	Days per year
Secretary General	32
Deputy Secretary	32
Assistant Secretary	32
Principal (standard scale)	32
Assistant Principal (standard scale)	32
Administrative Officer	25, rising to 29 after 5 years' service and to 31 after 10 years' service
Higher Executive Officer	29 rising to 30 after 5 years' service and to 31 after 10 years' service
Executive Officer	23 rising to 24 after 5 years' service and to 25 after 10 years' service
Staff Officer	23 rising to 24 after 5 years service and to 25 after 10 years service
Clerical Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Attendant	22 rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works a minimum of 30 hours a week	22, rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works less than 30 hours a week but not less than 18 hours per week	a minimum of 15 days and not more than 22 days depending on hours actually worked.

Appendix I

Certain Grades common to two or more Departments	Days per year
Principal (higher scale)	32
Assistant Principal (higher scale)	32
Engineer Grade I (Civil) / Professional Accountant Grade I	32
Engineer, Grade II (Civil), and Professional Accountant Grade II	27, rising to 31 after 5 years' service and to 32 after 10 years service
Engineer, Grade III (Civil)	25 rising to 29 after 5 years' service and to 31 after 10 years service
Senior Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years
Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years
Senior Engineering Draughtsperson	22 rising to 24 after 5 years and to 25 after 10 years
Examiner-in-Charge	22 rising to 24 after 5 years and to 25 after 10 years
Examiner of Maps	22 rising to 23 after 5 years and to 24 after 10 years
Architectural Assistant Grade II	22 rising to 23 after 5 years and to 24 after 10 years
Engineering Draughtsperson	22 rising to 23 after 5 years and to 24 after 10 years
Visually Impaired Telephonist	22 rising to 23 after 5 years and to 24 after 10 years
Law Clerk	22 rising to 23 after 5 years and to 24 after 10 years
Mapping Draughtsman	22 rising to 23 after 5 years and to 24 after 10 years
Clerical Officer (Date Entry)	22 rising to 23 after 5 years and to 24 after 10 years
Laboratory Attendant	22 rising to 23 after 5 years and to 24 after 10 years

Appendix II

Salary banding system for determining annual leave allowances of current civil servants - Payscales 1 January 2010

Band	Salary Range	Min. € per annum	Max. € per annum	Recruitment Grades Days per annum	Other Grades Days per annum
1	Up to €1 below Staff Officer max.		€41,472 (pre 95) €43,615 (post 95)	22, rising to 23 after 5 years service and to 24 after 10 years service	23, rising to 24 after 5 years service in the grade
2	Staff Officer max. to €1 below 4 th point of HEO (Standard) scale	€41,473 (pre 95) €43,616 (post 95)	€47,729 (pre 95) €50,203 (post 95)	23, rising to 24 after 5 years service and to 25 after 10 years service	24, rising to 25 after 5 years service in the grade
3	4 th point of HEO (Standard) scale to €1 below HEO (standard) scale max.	€47,730 (pre 95) €50,204 (post 95)	€51,652 (pre 95) €54,328 (post 95)	23, rising to 27 after 5 years service and to 29 after 10 years service	27, rising to 29 after 5 years service in the grade
4	HEO (standard) scale max. to €1 below Assistant Principal (standard) scale max.	€51,653 (pre 95) €54,329 (post 95)	€72,267 (pre 95) €75,933 (post 95)	25, rising to 29 after 5 years service and to 31 after 10 years service	29, rising to 31 after 5 years service in the grade
5	Assistant Principal (standard) scale max. to Principal (higher) scale max.	€72,268 (pre 95) €75,934 (post 95)	€99,236 (pre 95) €104,327 (post 95)	27, rising to 31 after 5 years service and to 32 after 10 years service	32
6	Above Principal (higher) scale max.	€99,237 (pre 95) €104,328 (post 95)		29, rising to 32 after 5 years service	32

Bands are based on the grade links, salary figures may change.

NEW/PROMOTED CIVIL SERVANTS

Annual leave applying to all newly recruited and promoted civil servants from 14 December 2011.

General Service Grades	Days per year
Secretary General	30
Deputy Secretary	30
Assistant Secretary	30
Principal (standard scale)	30
Assistant Principal (standard scale)	30
Administrative Officer	25, rising to 29 after 5 years' service and to 30 after 10 years' service
Higher Executive Officer	29 rising to 30 after 5 years' service
Executive Officer	23 rising to 24 after 5 years' service and to 25 after 10 years' service
Staff Officer	23 rising to 24 after 5 years service and to 25 after 10 years service
Clerical Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Attendant	22 rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works a minimum of 30 hours a week	22, rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works less than 30 hours a week but not less than 18 hours per week	a minimum of 15 days and not more than 22 days depending on hours actually worked.

Appendix III

Certain Grades common to two or more Departments	Days per year
Principal (higher scale)	30
Assistant Principal (higher scale)	30
Engineer Grade I (Civil) / Professional Accountant Grade I	30
Engineer, Grade II (Civil), and Professional Accountant Grade II	27, rising to 30 after 5 years' service
Engineer, Grade III (Civil)	25 rising to 29 after 5 years' service and to 30 after 10 years service
Senior Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years
Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years
Senior Engineering Draughtsperson	22 rising to 24 after 5 years and to 25 after 10 years
Examiner-in-Charge	22 rising to 24 after 5 years and to 25 after 10 years
Examiner of Maps	22 rising to 23 after 5 years and to 24 after 10 years
Architectural Assistant Grade II	22 rising to 23 after 5 years and to 24 after 10 years
Engineering Draughtsperson	22 rising to 23 after 5 years and to 24 after 10 years
Visually Impaired Telephonist	22 rising to 23 after 5 years and to 24 after 10 years
Law Clerk	22 rising to 23 after 5 years and to 24 after 10 years
Mapping Draughtsman	22 rising to 23 after 5 years and to 24 after 10 years
Clerical Officer (Date Entry)	22 rising to 23 after 5 years and to 24 after 10 years
Laboratory Attendant	22 rising to 23 after 5 years and to 24 after 10 years

Appendix IV

Salary banding system for determining annual leave allowances for new or promoted civil servants - Payscale 1 January 2010

Band	Salary Range	Min. € per annum	Max. € per annum	Recruitment Grades Days per annum	Other Grades Days per annum
1	Up to €1 below Staff Officer max.		€41,472 (pre 95) €43,615 (post 95)	22, rising to 23 after 5 years service and to 24 after 10 years service	23, rising to 24 after 5 years service in the grade
2	Staff Officer max. to €1 below 4 th point of HEO (Standard) scale	€41,473 (pre 95) €43,616 (post 95)	€47,729 (pre 95) €50,203 (post 95)	23, rising to 24 after 5 years service and to 25 after 10 years service	24, rising to 25 after 5 years service in the grade
3	4 th point of HEO (Standard) scale to €1 below HEO (standard) scale max.	€47,730 (pre 95) €50,204 (post 95)	€51,652 (pre 95) €54,328 (post 95)	23, rising to 27 after 5 years service and to 29 after 10 years service	27, rising to 29 after 5 years service in the grade
4	HEO (standard) scale max. to €1 below Assistant Principal (standard) scale max.	€51,653 (pre 95) €54,329 (post 95)	€72,267 (pre 95) €75,933 (post 95)	25, rising to 29 after 5 years service and to 30 after 10 years service	29, rising to 30 after 5 years service in the grade
5	Assistant Principal (standard) scale max. to Principal (higher) scale max.	€72,268 (pre 95) €75,934 (post 95)	€99,236 (pre 95) €104,327 (post 95)	27, rising to 30 after 5 years service	30
6	Above Principal (higher) scale max.	€99,237 (pre 95) €104,328 (post 95)		29, rising to 30 after 5 years service	30

Bands are based on the grade links, salary figures may change.