



Circular EL 06/2025

22<sup>nd</sup> July 2025

### **Overtime for Clerical/Administrative and Analogous Grades in the Local Authority Sector**

A Chara,

I am directed by the Minister for Housing, Local Government and Heritage to say that the following arrangements will apply in relation to the payment of overtime for Clerical and Administrative Grades in the Local Authority Sector.

This Circular revokes the Circular EL 02/2021, and is effective from 1<sup>st</sup> August 2025.

#### **Who is not covered by this policy?**

The policy does not cover employees at Senior Executive Officer (and analogous) and above as there is no provision for payment of overtime to these grades.

#### **Part 1: Purpose and Principles**

##### **1.1 Purpose**

The purpose of this circular is to set out the arrangements for overtime payments/time off in lieu for clerical administrative and analogous grades working a normal Monday to Friday working week. Specifically, this circular adjusts the overtime divisor from 37 to 35 hours per week.

This adjustment is a result of a resolution to the issue of divisors for the calculation of overtime, that had been impacted by the Haddington Road Agreement, as noted in the Public Service Agreement 2024 – 2026.

This circular is also intended to remind local authorities of their obligations under the Organisation of Working Time Act, 1997 insofar as the Act might have an impact on extra attendance.

##### **1.2 General Principles**

Overtime is the payment given to an employee for extra attendance outside of the standard working week. It is only payable after the completion of the required working hours for the grade in question. In addition, Local Authorities should be satisfied that the amount or nature of the work to be done makes overtime unavoidable. Attendance on Saturdays, Sundays and Public Holidays should be kept to a minimum. Every effort should be made to avoid a situation where staff attend for very short periods only.

With regard to authorised extra attendance during the normal (Monday to Friday) working week the overtime arrangements described below will apply for attendance in excess of 35 net hours.

The overtime divisor is 35 hours.

Overtime must be authorised by a more senior employee ranking at least two grades higher than the employee giving extra attendance and/or a designated employee with authority to do so.

Where operable the granting of time off in lieu instead of overtime shall be at the discretion of the Head of the Department concerned, having regard to the exigencies of the service. Time off in lieu shall not be allowed in any case where it would give rise to additional overtime working. The standard working day for time off in lieu is seven hours.

**Part 2: Overtime for Clerical Admin Grades 3-5 and analogous grades – the following rates apply Monday to Friday normal finishing time to midnight:**

**First 3 hours** – Rate plus one-quarter or time off in lieu at flat rate

**Next 5 hours** – Rate plus one-half or time off in lieu at flat rate

**Thereafter** – Double rate or time off in lieu at flat rate.

**Monday to Friday – midnight to normal starting time** – Overtime at double time or time off in lieu at flat rate.

**Midnight Friday to normal starting time Saturday** – Overtime at double time or time off in lieu at flat rate.

**Normal starting time Saturday for first four hours** – Overtime at time plus one half or time off in lieu at flat rate.

**Saturday after first four hours to midnight** – Overtime at double time or time off in lieu at rate of time plus one half.

**Midnight Sunday to normal starting time Monday** – Overtime at double time or time off in lieu at rate of time plus one half.

**Sundays and Public Holidays**

Overtime shall be paid at a rate of double time on Sundays and Public Holidays, or time off in lieu at rate of time plus one half. Good Friday is not a public holiday.

**Part 3: Overtime for Clerical Admin Grade 6 and 7 and analogous grades – the following rates apply Monday to Friday normal finishing time to midnight\*:**

**First hour** – No payment nor time off in lieu

**Next 2 hours** – Rate plus one-quarter or time off in lieu at flat rate

**Next 5 hours** – Rate plus one-half or time off in lieu at flat rate

**Thereafter** – Double rate or time off in lieu at flat rate,

**Monday to Friday – midnight to normal starting time** – Overtime at double time or time off in lieu at flat rate.

**Midnight Friday to normal starting time Saturday** – Overtime at double time or time off in lieu at flat rate.

**Normal starting time Saturday for first four hours** – Overtime at time plus one half or time off in lieu at flat rate.

**Saturday after first four hours to midnight** – Overtime at double time or time off in lieu at rate of time plus one half.

**Midnight Sunday to normal starting time Monday** – Overtime at double time or time off in lieu at rate of time plus one half.

**Sundays and Public Holidays**

Overtime shall be paid at a rate of double time on Sundays and Public Holidays, or time off in lieu at rate of time plus one half. Good Friday is not a public holiday.

**\*NB: Employees who are at Grade VI and analogous and Grade VII and analogous cannot be paid overtime at a rate higher than the maximum point of the Grade V scale (2nd LSI).**

In all circumstances where arrangements are in place for time off in lieu it must be:

1. Approved in advance.
2. A record in writing of all time of in lieu accrued must be kept.
3. Ideally time off in lieu should be used within the month in which it is accrued. For business reasons this may be extended to a maximum of three months. In exceptional circumstances a further extension to six months may be considered, however this must be signed off at senior Manager level. Any time off in lieu not taken within six months will be forfeited. Where there are existing balances of time off in lieu a period of time should be allowed to apply the above.

#### **Part 4: Work-Sharing Staff**

Staff who are work-sharing should be treated in the same way as full-time staff in allocating overtime. Within the confines of these arrangements, the management of overtime will remain at the discretion of each Department/Office subject to approval of relevant Director of Service or nominated employee.

In this connection, the “overtime week” for the purpose of aggregating hours of extra attendance in order to determine the appropriate rate of payment, begins on a Monday. Thus, work-sharing staff following a week-on/week-off or a half day on/half day off attendance regime are treated the same as full-time staff. However, overtime calculations in respect of a work-sharing employee with a split week attendance regime (e.g., Wednesday to the following Tuesday, both days inclusive) would be based on a two-week period. Where the pay cycle is different e.g., Thursday to Wednesday, the application as set out above will continue to apply.

#### **Part 5: Paid Meal Breaks and Minimum Rest Periods**

A paid meal break should be allowed to staff giving extra attendance on the basis of fifteen minutes per hour of extra attendance, subject to a maximum paid break of half an hour on any one day. Local Authorities must also ensure that the timing of such breaks comply with Section 12 of the Organisation of Working Time Act, 1997 which deals with minimum rest breaks during work.

Any queries in relation to this Circular should be directed to [localservices@housing.gov.ie](mailto:localservices@housing.gov.ie).

This Circular, along with all circulars published by the Department of Housing, Local Government and Heritage, is available at the following website: <https://dhplg.sharepoint.com/sites/circulars/ecirculars/SitePages/Home.aspx>. This site requires a username and password which has been made available to each local authority. If you have difficulty in accessing the site, e-mail [circulars@housing.gov.ie](mailto:circulars@housing.gov.ie).

Yours sincerely,



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Sharon Finigan  
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Local Government HR