

**Reference No:** E103/13/58;     **Date:** 08/10/62

**Circular 22/1962:- Special Leave for instruction in Civil Defence**

A Dhuine Uasail,

I am directed by the Minister for Finance to authorise you to grant special leave with pay to officers of your Department for attendance at certain courses of instruction in the Civil Defence School of the Department of Defence where the officer's attendance is requested in writing by a local authority.

2. The courses, and the periods of special leave, exclusive of Sundays and Public Holidays, which may be granted in any one leave year are as follows:

course for	days' special leave
Instructors	18
Wardens	12
Scientific Intelligence Officers	12

Special leave with pay in addition to the periods shown above may be granted in respect of time necessarily spent in travelling to and from a course. The total amount of special leave granted should not, however, exceed the period necessary for the purpose of the officer's actual attendance at the course including travel.

3. The Minister desires that civil servants who wish to attend the courses mentioned should be facilitated as far as possible consistent with the maintenance of the public service.

4. The provisions of this Circular may be applied to casual employees and to persons newly appointed to the Service provided that at least six months' service has been given, or can reasonably be expected, in the leave year.

5. Circular 18/59 is cancelled.

Mise le meas,  
L.M. Fitzgerald

Note: Paragraph 2 should be amended in the case of a five-day week by the substitution of 15, 10, 10 for 18, 12, 12 respectively.