

Reference No: E107/100/62; **Date:** 25/10/64

Circular 33/1964:- Special Leave with Pay to sit for University and other Examinations.

A Dhuine Uasail,

I am directed by the Minister for Finance to say that following consideration of a claim submitted by the Civil Service General Council Staff Panel for special leave with pay to sit for University and other examinations, he has approved the following arrangements.

At the discretion of Heads of Departments, Offices etc. civil servants may in future be granted special leave with pay for the purpose of attending examinations held by the Civil Service Commissioners, the Department of Education, the Universities, recognised professional institutions, the Institute of Public Administration and other similar bodies. Departments should ensure that the period of special leave with pay is limited in each case to the days which are actually and necessarily spent on the examination and any days required for travelling to and from the examination centre.

Officers who devoted any part of their annual leave since 1st April, 1964, to attending examinations of the type referred to above may have this annual leave restored to them subject to their satisfying their Departments that the days claimed were actually and necessarily spent on the examination or in travelling to or from the examination centre.

Mise, le meas,
M. BREATHNACH.