

Reference No: E107/19/66; **Date:** 23/02/68

Circular 12/1968:- Special Leave without Pay for Cultural and Educational Purposes

A Dhuine Uasail,

I am directed by the Minister for Finance to say he has accepted an agreed recommendation made by the General Council under the conciliation and arbitration scheme for the Civil Service in regard to special leave without pay to facilitate officers who wish to acquire a knowledge of a foreign language.

2. I am accordingly to convey the Minister's sanction for the grant of special leave without pay not exceeding one month for the purpose of studying a foreign language abroad, subject to the following conditions:

(i) the grant of special leave will be entirely at the discretion of the Head of the appropriate Department or office and will be subject to the exigencies of the service. In considering applications, Departments should, however, have regard to the interests of the service as a whole and to the possibility of transfers;

(ii) a formal course of instruction must be followed during the period of special leave and officers, on return, should produce evidence of this;

(iii) officers should be required to show that they have been taking formal instruction in the language for a period of at least 6 months before the date of application for the special leave;

(iv) the concession will apply only for the purpose of studying one of the official languages of the E.E.C. i.e., French, German, Italian and Dutch;

(v) only officers who have completed their probationary period will be eligible for the concession;

(vi) one half of the officer's annual leave allowance should be devoted to the course. Special leave without pay may be granted for one month or for such period as is needed to complete the course, whichever is the lesser.

(vii) the conditions normally governing special leave without pay will apply, vis., the period of absence on special leave will not reckon for increment, pension or annual leave.

Mise, le meas,
S.O CONAILL