

Reference No: E109/32/79 ; **Date:** 30/11/79

Circular 60/1979:- Travel on official business outside normal hours of duty

A Dhuine Uasail

I am directed by the Minister for the Public Service to say that he has accepted an agreed recommendation made by the General Council, under the conciliation and arbitration scheme for the civil service, relating to travel on official business outside normal hours of duty by members of certain grades.

Grades Affected

2. This circular applies to

(a) members of general service grades, and of grades common to two or more Departments, which are designated as overtime grades and

(b) Higher Executive Officers and members of grades common to two or more Departments which enjoy the extra attendance gratuity arrangements applicable to Higher Executive Officers

who are engaged on (i) domestic travel or (ii) European travel arising from this country's membership of international organisations.

Compensation for travel time

3. Where an officer in a grade referred to in paragraph 2 is required to spend time in travelling outside official-hours, time so spent which is reckonable under paragraph 4 following may, for the purposes of Circular 5/79, be treated as overtime in the case of the grades referred to at paragraph 2(a) above (overtime grades) and as extra attendance in the case of the grades referred to at paragraph 2(b) above.

Reckoning of travel time

4. Travel time shall be reckoned as follows:

(a) Travel during the normal working week (Monday to Friday)

In the case of an outward journey (i.e. a journey commencing from an officer's home or normal place of work) the first half hour of travel time outside official hours shall not be reckoned. A period of one half-hour shall also be deducted from any travel time outside official hours involved in an inward journey (i.e. a journey ending at an officer's home or normal place of work). In the case of overtime grades, all remaining travel time outside official hours shall be reckonable. In the case of the grades referred to at paragraph 2(b) above, each completed hour of the remaining travel time outside official hours shall be reckonable.

(b) Travel on Saturdays, Sundays or Public Holidays

All travel time shall be reckonable for overtime grades, and each completed hour of travel time shall be reckonable for the grades referred to at paragraph 2(b) above.

5. In determining the appropriate payments for an officer to whom the provisions of this circular apply, reckonable travel time shall be combined with any extra attendance given on duty at headquarters

in the relevant period (i.e. any period of one week for overtime grades or a continuous two-week period for the grades referred to at paragraph 2(b)).

6. Arrangements equivalent to those outlined above may be applied in the case of staff who do not work the normal Monday to Friday week.

Departmental grades

7. The application of the provisions of this circular to appropriate Departmental grades is a matter for determination by Departmental Councils.

Operative Date

8. The arrangements outlined in this circular are effective from 1 July 1979.

9. Circulars 12/78 and 28/78 (insofar as it relates to travel abroad on official duty) are superseded accordingly.

Mise le meas
K Murphy