

**Reference No:** E109/141/00, E109/118/00 ; **Date:** 24/11/2004

**Circular 31/2004:- Pilot Term Time Scheme 2005**

E109/141/00  
E109/118/00

24 November 2004

**Circular 31/2004: Pilot Term Time Scheme 2005**

A Dhuine Uasail

1. A Pilot Scheme of Term Time Leave is being operated in the Departments and Offices listed in the Appendix to this Circular. Under the terms of the Pilot scheme, term leave will be available as a continuous period of eight weeks beginning Monday 4th July or Monday 11th July and ending Friday 26th August 2005 or Friday 2nd September 2005, at the discretion of Departments/Offices. The period of Term Time leave, in accordance with circular 7/2002, will be **unpaid special leave**.

2. The provisions of Circular 7/2002, in relation to the terms and conditions of participation in the scheme of term leave will apply to term leave taken under the pilot scheme other than the special conditions set out below that apply to this scheme.

3. The special conditions attaching to this Pilot Scheme are set out at paragraphs 4 and 5 below. They amend the provisions of circular 7/2002 as follows:

Paragraph 4 below replaces paragraphs 11 & 12 and deals with restrictions on the taking of annual leave.

Paragraph 5 below should be read in conjunction with paragraphs 22 to 28 and deals with the filling of ensuing vacancies.

**Annual Leave**

4. Subject to the discretion of management, participants in the scheme will be entitled to take up to two weeks annual paid leave in the period either immediately prior to or following on the eight week period of Term Time leave.

**Filling of ensuing vacancies**

5. It is important that the absence of staff on Term Time leave does not place an undue burden on the staff remaining in the workplace. While bearing this in mind, ***the filling of vacancies arising under the terms of this pilot scheme*** will be at the discretion of the participating Departments. Where Departments intend to fill vacancies, the arrangements set out in paragraphs 22 – 28 of Circular 7/2002 will apply.

6. Queries in relation to the scheme should be addressed to the Personnel section of the participating Departments/Office.

7. The Pilot scheme will operate in 2005 and will then be reviewed in consultation with the staff unions. Departments/Offices involved in the pilot are requested to monitor the operation of the pilot and to be in a position to report on the outcome by early September 2005.

*Mise le meas*

John O'Connell  
Assistant Secretary

## **Appendix**

### **Departments and Offices taking part in 8 week Term Time pilot for 2005**

(\* indicates those who took part in the 2004 pilot)

Department of Arts, Sport & Tourism  
Department of Defence  
Department of Educations & Science  
Department of Environment, Heritage & Local Government  
Department of Enterprise, Trade & Employment  
Department of Finance \*  
Department of Foreign Affairs  
Department of Health & Children \*  
Department of Justice, Equality & Law Reform  
Department of the Taoiseach \*  
Central Statistics Office\*  
Office of the Attorney General  
Office of the Chief State Solicitor  
Office of the Director of Public Prosecutions  
Houses of the Oireachtas\*  
State Examinations Commission  
Valuation Office