

Date Cleared For Publication

Civil Service Conciliation and Arbitration Scheme

General Council Report 1524

(Meeting/s of 8 February 2012)

Revised Annual Leave Arrangements

**General Council Report concerning proposed changes to the annual leave allowance of certain Civil Servants**

**Claim: That this Council acknowledges the changed annual leave allowances available to new staff, promoted staff and some existing staff as confirmed by the Public Service Committee of ICTU.**

(Meeting 8 February 2012)

***Background***

1. The terms of the Croke Park Agreement outline the need for a more integrated public service where the terms and conditions of employment in relation to such matters as, for example, annual leave allowances would be more uniform throughout the sectors and organisations comprising the public service.
2. In this context the Minister for Public Expenditure & Reform made proposals on the standardisation of annual leave allowances throughout the public service to the Public Services Committee of ICTU in respect of both serving and future personnel. [The Public Services Committee of ICTU acknowledged the proposals.]
3. It is intended that the proposed new standardised leave arrangements will facilitate the creation of a more mobile public service by having personnel across diverse sectors and organisations with harmonized conditions of employment. In addition the new arrangements address annual leave anomalies which may have existed in certain sectors of the public service.

***New Annual Leave Arrangements***

4. These arrangements for civil servants will include for example:
  - The abolition of historically based local leave arrangements such as for example festivals and race meetings
  - All public service grades with a current leave allowance in excess of 32 days will be brought within that maximum (i.e. 32 days) commencing from 1 January 2012 or later if their leave year commences later.
  - All public service personnel will on recruitment or promotion be placed on a new standardised annual leave band which will range from a minimum of 22 days to a maximum of 30 days with immediate effect i.e. 14 December 2011.

5. Existing civil servants entitled to annual leave allowances set out in Appendix I of the agreed report will be entitled to be compensated at 1.5 days per day of any annual leave loss as a once off concession for 2012 only.

***Existing Civil Servants currently in receipt of 22 days Annual Leave allowance***

6. Existing civil servants currently in receipt of 22 days annual leave and who are subject to a service requirement for annual leave progression will have their leave allowance adjusted to 23 days with effect from 1 January 2012. Such staff will continue to avail of service based annual leave allowance in the normal way as may be appropriate.

7. The annual leave allowances of existing civil servants which will apply from 1 January 2012 are set out in Appendix I and the salary banding system for such staff is also set out in Appendix II. The annual leave allowances of newly recruited entrants and promoted grades are set out in Appendix III and the banding system for such staff set out in Appendix IV.

***Application of revised annual leave allowance to Part-Time Staff***

8. As provided for in section 19 of the Organisation of working Time Act, 1997 and paragraphs 7 and 8 of Circular 27 of 2003, part-time staff will have their annual leave allowance and compensation leave determined by the pro-rata amount as provided for in the appendices of this agree report.

9. Circular 6 of 2011 is withdrawn.

10. A letter clarifying the situation for Personnel Officers was issued on 18 January 2012. It is intended that Circular 27 of 2003 will be amended to reflect these changes.

  
Signed for the Official Side

  
Signed for the Staff Side

*Appendix I***EXISTING CIVIL SERVANTS**

Annual leave allowances applying to civil servants from 1 January 2012 or the start of their annual leave year if it commences after that date.

<b>General Service Grades</b>	<b>Days per year</b>
Secretary General	32
Deputy Secretary	32
Assistant Secretary	32
Principal (standard scale)	32
Assistant Principal (standard scale)	31, rising to 32 after 5 years service
Administrative Officer	25, rising to 29 after 5 years' service and to 31 after 10 years' service
Higher Executive Officer	29 rising to 30 after 5 years' service and to 31 after 10 years' service
Executive Officer	23 rising to 24 after 5 years' service and to 25 after 10 years' service
Staff Officer	23 rising to 24 after 5 years service and to 25 after 10 years service
Clerical Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Attendant	22 rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works a minimum of 30 hours a week	22, rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works less than 30 hours a week but not less than 18 hours per week	a minimum of 15 days and not more than 22 days depending on hours actually worked.

*Appendix I (cont)*

<b>Certain Grades common to two or more Departments</b>	<b>Days per year</b>
Principal (higher scale)	32
Assistant Principal (higher scale)	31, rising to 32 after 5 years service
Engineer Grade I (Civil) / Professional Accountant Grade I	31, rising to 32 after 5 years service
Engineer, Grade II (Civil), and Professional Accountant Grade II	26, rising to 31 after 5 years' service and to 32 after 10 years service
Engineer, Grade III (Civil)	25 rising to 29 after 5 years' service and to 31 after 10 years service
Senior Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years
Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years 23,
Senior Engineering Draughtsperson	22 rising to 24 after 5 years and to 25 after 10 years
Examiner-in-Charge	22 rising to 24 after 5 years and to 25 after 10 years
Examiner of Maps	22 rising to 23 after 5 years and to 24 after 10 years
Architectural Assistant Grade II	22 rising to 23 after 5 years and to 24 after 10 years
Engineering Draughtsperson	22 rising to 23 after 5 years and to 24 after 10 years
Visually Impaired Telephonist	22 rising to 23 after 5 years and to 24 after 10 years
Law Clerk	22 rising to 23 after 5 years and to 24 after 10 years

Mapping Draughtsman	22 rising to 23 after 5 years and to 24 after 10 years
Clerical Officer (Date Entry)	22 rising to 23 after 5 years and to 24 after 10 years
Laboratory Attendant	22 rising to 23 after 5 years and to 24 after 10 years

*Appendix II*

**Salary banding system for determining annual leave allowances of current civil servants - Payscale 1 January 2010**

Band	Salary Range	Min. € per annum	Max. € per annum
1.	Up to €1 below Staff Officer max.		€41,472 (pre 95) €43,615 (post 95)
2.	Staff Officer max. to €1 below 4th point of HEO (Standard) scale	€41,473 (pre 95) €43,616 (post 95)	€47,729 (pre 95) €50,203 (post 95)
3.	4th point of HEO (Standard) scale to €1 below HEO (standard) scale max.	€47,730 (pre 95) €50,204 (post 95)	€51,652 (pre 95) €54,328 (post 95)
4.	HEO (standard) scale max. to €1 below Assistant Principal (standard) scale max.	€51,653 (pre 95) €54,329 (post 95)	€72,267 (pre 95) €75,933 (post 95)
5.	Assistant Principal (standard) scale max. to Principal (higher) scale max.	€72,268 (pre 95) €75,934 (post 95)	€99,236 (pre 95) €104,327 (post 95)
6.	Above Principal (higher) scale max.	€99,237 (pre 95) €104,328 (post 95)	

Bands are based on the grade links, salary figures may change.

***Appendix III***  
**NEW CIVIL SERVANTS**

Annual leave applying to all newly recruited and promoted civil servants from 1st January 2012.

<b>General Service Grades</b>	<b>Days per year</b>
Secretary General	30
Deputy Secretary	30
Assistant Secretary	30
Principal (standard scale)	30
Assistant Principal (standard scale)	30
Administrative Officer	23, rising to 27 after 5 years' service and to 29 after 10 years' service
Higher Executive Officer	27, rising to 28 after 5 years' service and to 29 after 10 years' service
Executive Officer	23 rising to 24 after 5 years' service and to 25 after 10 years' service
Staff Officer	23 rising to 24 after 5 years service and to 25 after 10 years service
Clerical Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Officer	22 rising to 23 after 5 years service and to 24 after 10 years service
Services Attendant	22 rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works a minimum of 30 hours a week	22, rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works less than 30 hours a week but not less than 18 hours per week	a minimum of 15 days and not more than 22 days depending on hours actually worked.

**Appendix III**

<b>Certain Grades common to two or more Departments</b>	<b>Days per year</b>
Principal (higher scale)	30

Assistant Principal (higher scale)	30
Engineer Grade I (Civil) / Professional Accountant Grade I	30
Engineer, Grade II (Civil), and Professional Accountant Grade II	25, rising to 30 after 5 years' service
Engineer, Grade III (Civil)	23, rising to 27 after 5 years' service and to 29 after 10 years service
Senior Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years
Legal Clerk	23 rising to 24 after 5 years and to 25 after 10 years 23,
Senior Engineering Draughtsperson	22 rising to 24 after 5 years and to 25 after 10 years
Examiner-in-Charge	22 rising to 24 after 5 years and to 25 after 10 years
Examiner of Maps	22 rising to 23 after 5 years and to 24 after 10 years
Architectural Assistant Grade II	22 rising to 23 after 5 years and to 24 after 10 years
Engineering Draughtsperson	22 rising to 23 after 5 years and to 24 after 10 years
Visually Impaired Telephonist	22 rising to 23 after 5 years and to 24 after 10 years
Law Clerk	22 rising to 23 after 5 years and to 24 after 10 years
Mapping Draughtsman	22 rising to 23 after 5 years and to 24 after 10 years
Clerical Officer (Date Entry)	22 rising to 23 after 5 years and to 24 after 10 years
Laboratory Attendant	22 rising to 23 after 5 years and to 24 after 10 years

*Appendix IV*

**Salary banding system for determining annual leave allowances for new or promoted civil servants - Payscale 1 January 2010**

<b>Band</b>	<b>Salary Range</b>	<b>Min. € per annum</b>	<b>Max. € per annum</b>
1	Up to €1 below Staff Officer max.		€41,472 (pre 95) €43,615 (post 95)
2	Staff Officer max. to €1 below 4th point of HEO (Standard) scale	€41,473 (pre 95) €43,616 (post 95)	€47,729 (pre 95) €50,203 (post 95)
3	4th point of HEO (Standard) scale to €1 below HEO (standard) scale max.	€47,730 (pre 95) €50,204 (post 95)	€51,652 (pre 95) €54,328 (post 95)
4	HEO (standard) scale max. to €1 below Assistant Principal (standard) scale max.	€51,653 (pre 95) €54,329 (post 95)	€72,267 (pre 95) €75,933 (post 95)
5	Assistant Principal (standard) scale max. to Principal (higher) scale max.	€72,268 (pre 95) €75,934 (post 95)	€99,236 (pre 95) €104,327 (post 95)
6	Above Principal (higher) scale max.	€99,237 (pre 95) €104,328 (post 95)	

Bands are based on the grade links, salary figures may change.