

Reference No: E178/2/99; **Date:** 16/12/99

16/12/1999 LP:- Service counted for promotion and increment purposes

Dear Personnel Officer,

Following agreement at the Equality sub-committee of General Council the following leave should be counted as service for promotion and increment purposes:-

- four weeks additional maternity leave provided for under Circular 35/95
- four weeks additional adoptive leave provided for under Circular 2/97 and
- any short term unpaid leave (i.e. of less than 13 weeks duration).

These arrangements shall apply to such leave taken with effect from 1 January 2000.

Yours sincerely

Deirdre MacRory
Civil Service Equality Unit