

Reference No: ; Date: 09/06/2000

09/06/2000 LP:- The replacement of staff whilst on maternity and adoptive leave

9 June, 2000

To Each Personnel Officer

Re: The replacement of staff whilst on maternity and adoptive leave

Dear Personnel Officer,

The report on Gender Imbalance in the Civil Service commissioned by the Equality Committee of the SMI Human Resources management Working Group recommended that provision be made for the recruitment of temporary replacement staff for civil servants on maternity leave. The Department of Finance has accepted this recommendation.

Vacancies arising from serving staff availing of maternity leave and adoptive leave (including additional maternity leave and adoptive leave) may be filled by the granting of higher duty allowances in the case of staff above clerical level or the basic recruitment level in technical and professional grades and by the recruitment of temporary staff at clerical level or the basic recruitment level in technical and professional grades. Where higher duty allowances are required the criteria for selection of staff for acting-up assignments are a matter to be determined by individual departments.

Recruitment of temporary staff, where required, as a consequence of vacancies arising from staff availing of maternity leave and adoptive leave must be in accordance with the agreed procedures for temporary recruitment under PCW restructuring agreements or on the basis of such other procedures as may be agreed. Where possible any additional salary costs arising from the recruitment of temporary replacement staff should be met within existing resources. Where this is not possible, application should be made to the Department of Finance for the necessary increase in the administration budget. Sanction should be sought in good time (at least one month in advance) from the Department of Finance if any temporary staff are retained in a department for a period greater than twelve months (whether consecutive or not). Such a situation might arise where a temporary recruit is used to replace staff on maternity and adoptive leave on an on-going basis.

Yours sincerely,

Dermot McCarthy
Assistant Principal
Civil Service Equality Unit

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