

Reference No: ; Date: 10/09/2001

10/09/2001 LP:- Letter to Personnel Officers on Extra Attendance
10 September 2001

Office Notice 5/01

Attention: Personnel Officer

Re: Payment for Extra Attendance by Worksharers

I am to confirm that in accordance with Circular 31/2001, since 1 June 2001, civil servants participating in the worksharing scheme will be paid pro-rata their agreed attendance regime, as stated in paragraph 9.2. In addition I am to say that since 1 June 2001, all staff on existing jobsharing patterns are covered by the terms of the worksharing scheme:

The pro-rata calculation will be made by reference to the scheduled gross annualised hours of attendance of a person participating in the Worksharing scheme, and an example is given in Appendix II of the scheme. This clearly states that the gross conditioned hours of attendance of the majority of full time civil servants are 41 hours each week or 8 hours and 12 minutes each day. Thus, a week is comprised of five working days of 8 hours and 12 minutes each. Therefore, one day's pay is equal to one fifth or 20% of a week's pay, regardless of whether the person is paid on a weekly or fortnightly basis. The provision in paragraph 18.1 of the Circular that worksharing staff who are required to attend work during normal office hours on days, or at times, which are outside their scheduled Worksharing attendance pattern, should be given additional pensionable payment at their normal rate of pay, therefore means that payment should be made on the basis that one day's pay is equal to 20% of one week's pay.

Maeve Collins
Assistant Principal