



Circular Letter 0044/2016

To: The Chief Executives of Education and Training Boards (ETBs)

### FLEXIBLE WORKING ARRANGEMENTS (FWA)

Re-introduction on a 6 month pilot basis of 1.5 days flexi leave in any flexi period, in respect of Staff other than Teachers and SNAs employed by ETBs.

#### Background

1. Under the Public Service Stability Agreement 2013-2016 (Haddington Road Agreement), Flexible Working Arrangements were subject to a number of amendments, as notified in Circular 36/2013. Under that Circular, with effect from the 1<sup>st</sup> July 2014, the maximum amount of flexi leave allowed in any one flexi period was one day.

#### Revision of Flexible Working Arrangements

2. It has now been agreed under the terms of the Lansdowne Road Agreement that, with effect from the first flexi period commencing after the date of publication of this circular, and **on a pilot basis for a period of six months**, the maximum period of flexi leave allowed in any one period will be increased to 1.5 days. **This change applies in any employment in the education sector where flexitime is in place and where the maximum amount of flexi leave allowed in any one flexi period was limited to one day in accordance with Circular 36/2013.**
3. Arrangements should be now made within your ETB to implement this revised arrangement on a pilot basis, with effect from the first flexi period commencing after the date of publication of this circular. Upon completion of the pilot scheme the arrangements will be reviewed before decisions are taken on the re-introduction of 1.5 days flexi leave on a permanent basis.
4. All other amendments to Flexible Working Arrangements introduced under the Haddington Road Agreement, and as notified in Circular 36/2013, remain in place i.e. FWA will continue to be available for staff up to Grade VII or equivalent where it was already available on 1 July 2013 and will not apply to staff at the equivalent grade of Assistant Principal Officer (APO) or higher, except for those staff who already had this arrangement on 1 July 2013.

### **Circulation and Queries**

5. Please ensure that copies of this Circular are provided to all members of the Education and Training Board and its contents are brought to the attention of all relevant staff in your employment including those on leave of absence.
6. This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie)
7. Enquiries regarding this Circular should be e-mailed to:

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