

Reference No: E109/99/78; **Date:** 20/10/81

Circular 38/1981:- Paid study leave for third-level examinations

A Dhuine Uasail

I am directed by the Minister for the Public Service to inform you that he has accepted an agreed recommendation from the General Council under the scheme of Conciliation and Arbitration for the Civil Service on the grant of paid study-leave for third-level examinations (Report 930).

2. The recommendation is that, when there is no examination in one year of a course, the study leave which would be allowable under Circular 40/80 if there were an examination should be carried over into the following examination year.

3. For ease of reference, Circular 40/80 is cancelled. Its provisions and the carry-over arrangements now sanctioned are incorporated in this new circular, which has effect from the academic year 1980-81.

4. It should be noted that the grant of study leave, like all other categories of special leave other than maternity leave, is subject to the exigencies of the public service and is at the discretion of the Head of the Department.

5. Officers to whom this circular applies: This circular applies to officers qualifying (under paragraphs 2, 3 and 4 of Circular 21/78) for a refund of fees, in respect of courses leading to third-level qualifications.

6. The arrangements sanctioned: The following arrangements apply to eligible officers

(a) They may be allowed 5 days study leave with pay for each year of the course

(b) They should be given as much freedom as possible to spread it over the course year

(c) Where there is no examination in one year of the course, the study leave which an officer ordinarily would be allowed if there were an examination may be carried over to the next examination year

(d) Paid study leave will not be allowable for a year when an examination has to be repeated.

7. Where arrangements more favourable than those set out in paragraph 6 exist, they will continue to apply.

8. This circular should be brought to the notice of all officers in your Department.

Mise le meas
K Murphy