

**Reference No:** ; **Date:** 09/03/83

### **Circular 3/1983:- Annual leave of Administrative Officers**

A Dhuine Uasail

I am directed by the Minister for the Public Service to state that he has accepted the finding in Civil Service Arbitration Board Report 472 concerning a claim for improvements in the annual leave arrangements of Administrative Officers.

2. Accordingly, with effect from the commencement of the 1983/84 leave year, the following arrangements shall apply in the case of serving civil servants who are appointed to the Administrative Officer grade: -

where such an officer, prior to his appointment as Administrative Officer, was in receipt of an annual leave allowance not less than the initial leave allowance of the Executive Officer grade (currently 19 days per annum), the period of service during which the officer was in receipt of such allowance may be reckoned as Administrative Officer service for the purpose of progression to the maximum annual leave allowance of the Administrative Officer grade.

3. Any enquiries from Departments about this circular should be made to Room 2.4, Department of Public Service (Tel 779601 ext 247). Personal enquiries should be made to the Personnel Unit of the employing Department.

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K Murphy