

**Reference No:** E104/40/26;     **Date:** 21/03/84

### **Circular 5/1984:- Public and Privilege Holidays**

A Dhuine Uasail,

I am directed by the Minister for the Public Service to say that he has decided for convenience of reference to consolidate the existing instructions about the grant of public and privilege holidays to non-industrial civil servants. This circular contains all the existing provisions about public and privilege holidays. Circulars 6/50, 63/74, 33/77 and Circular Letter 6/76 are superseded accordingly.

#### Public Holidays

2.       The public holidays to be granted are as follows:

St Patrick's Day  
Good Friday  
Easter Monday  
Whit Monday  
August Bank Holiday  
October Bank Holiday  
Christmas Day  
St Stephen's Day  
New Year's Day

3.       When a public holiday falls on a Sunday, Government offices will be closed on the following day and when the public holiday falling on Sunday Christmas Day offices will be closed on the following Monday (St. Stephen's Day) and Tuesday (in lieu of Christmas Day).

4.       When a public holiday falls on a Saturday the following arrangements will apply in respect of officers for whom that particular Saturday is scheduled as a non-working day:

- \*       St Patrick's Day           -       a day off on the following Monday 19 March may be granted
- \*       Christmas Day             -       a day off on Tuesday 28 December may be granted
- \*       St Stephen's Day           -       a day off on the following Monday (28 December) may be granted.
- \*       New Year's Day-           a day off may be granted on whichever of the following two days is designated by the Department for its staff generally' Friday 31 December or Monday 3 January.  
Individual officers are not free to select a day not designated for the staff of their Department generally.

5.       Where an officer eligible for a day off or days off under paragraphs 3 or 4 above is required to be on duty on the day or days concerned, he may be allowed an alternative day off or days off within a month.

6.       As regards employees coming within the scope of the Holidays (Employees) Act, 1973, the arrangements in paragraphs 3 and 4 fulfil the requirements of the Act. Departments/Offices may, however' adopt alternative courses in respect of these employees under (iii) and (iv) of section 4(1)(a) of the Act.

## Privilege Holidays

7. In addition to the public holidays listed in paragraph 2, one privilege holiday may be granted at Christmas and another at Easter to all full-time officers.

8. The privilege holidays at Christmas and Easter may be taken on the working day immediately preceding or following the two Public Holidays.

9. While sufficient staff should be kept on duty on privilege holidays to deal with urgent work, Departments may, subject to the requirements of public business, close entirely some or all of their offices on one of the alternative privilege holidays.

10. An alternative day off may be allowed, either immediately preceding or within a period of one month afterwards, to officers who are required to be on duty on the day or days fixed for a privilege holiday.

## General

11. Public and privilege holidays are granted in addition to the normal annual leave allowance. Accordingly, absence from duty on such days in a period of annual leave is reckonable as a public or privilege holiday, as the case may be, and does not count against annual leave.

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William P Smith