

Reference No: E103/2/79; **Date:** 19/02/92

Circular 5/1992:- Annual leave allowance of Executive Officers who have been promoted from the grade of Clerical Officer

A Dhuine Uasail

I am directed by the Minister for Finance to refer to Civil Service Arbitration Board Report 575, concerning a claim that Executive Officers who have been promoted from the grade of Clerical Officer be given the maximum leave allowance of the Executive Officer grade (currently 21 days per year).

2. I am to convey sanction for the implementation of the finding contained in paragraph 12(f) of the above Report. Accordingly, where a serving Clerical Officer secures appointment to the position of Executive Officer (either departmentally or through open or confined competition), all of the appointee's prior service in the civil service should be reckoned as Executive Officer service for the purpose of progression to the maximum annual leave allowance of the Executive Officer grade.

3. The arrangement set out in paragraph 2 of this Circular is applicable from the commencement of the current (1991/92) leave year. The annual leave allowances of serving Executive Officers should be adjusted accordingly, where appropriate.

4. Any queries from Departments about this Circular should be referred to this Department (ext. 3539 or 3565). Queries from individual officers should be directed to the Personnel Unit of the employing Department.

Mise le meas
J. McGovern
Assistant Secretary

Section 94
Holidays (Employees) Act, 1973
See Circular Letter 8/77 in Section 89 of Personnel Code