

E109/103/97

31 May 2001

Circular 31/2001: Civil Service Worksharing Scheme

A Dhuine Uasail,

1. Introduction

1.1 I am directed by the Minister for Finance to refer to the Jobsharing scheme for civil servants. Departments¹¹ are reminded of the importance which the Government attaches to the continued promotion of worksharing schemes in the Civil Service and in the state sector generally. The purpose of this Circular is to expand the scope of the existing Jobsharing scheme by providing for a wider range of attendance patterns. The name of the scheme is being changed from Jobsharing to Worksharing to reflect these changes.

1.2 The operation of the scheme is subject to the principle that the operating requirements of Departments are not adversely affected. All applications to participate in the scheme will be considered in the context of the organisational needs of Departments. Such organisational needs may make it necessary to limit the numbers who may participate in the Worksharing scheme. However, Departments should make all reasonable efforts to accommodate requests from staff to participate in the scheme. It is important that both management and those participating in the scheme adopt a flexible approach to the operation of the scheme. Managements should endeavour to tailor tasks and workloads to allow for flexible attendance patterns which accommodate the needs of the Civil Service with the personal responsibilities or choices of those participating in the scheme.

¹¹For Department read Department/Office throughout this circular.

1.3 Family friendly arrangements require flexibility from management in the organisation of work and from staff in meeting the business objectives of Departments. Even where such flexibility is present it may be particularly difficult to accommodate applicants in offices where there are small numbers of staff with consequential reduced flexibility to tailor tasks and workloads. In order to allow family friendly arrangements to balance organisational and personal goals, staff will need to take ownership and responsibility for their jobs and the delivery of service goals.

1.4 It is not a specific requirement under the scheme to have a worksharing partner, whether with complementing attendance or otherwise. However, it is acknowledged that the operating needs of a Department may in many cases make the availability of a suitable partner, or other person(s) with a complementing attendance, a prerequisite to granting a worksharing request. The provisions of section 21 of this Circular should be noted in relation to the options for making up a shortfall in attendance. In considering an application to participate in the Worksharing scheme, Departments should also consider the scope for the internal transfer of an applicant to duties which may permit a more flexible attendance pattern where the duties and responsibilities of the officer at the time of application may not be amenable to a worksharing arrangement. It is a matter for management to decide whether the duties involved are amenable to a particular attendance pattern.

1.5 All worksharing arrangements will apply on the basis that Departments remain within their agreed whole time equivalents staff complement and operational requirements are not adversely affected.

Part I: The Objective and Scope of the Worksharing Scheme

2. Objective of scheme

2.1 The purpose of the Worksharing scheme is to assist staff combine work and personal responsibilities or choices.

3. Effective date

3.1 The arrangements outlined in this Circular should be introduced in all Departments with effect from 1 June 2001. Staff who are currently Jobsharing will be subject to the existing provisions on jobsharing until worksharing arrangements are introduced in their Department pursuant to this Circular.

4. Scope of scheme

4.1 The revised worksharing arrangements are intended to provide for a greater variety of attendance patterns which may be availed of by staff. Attendance patterns under the scheme must fall into one of the two following categories:-

(i) **Category one** is where a person is rostered to attend at work for at least one day each week. Patterns in this category are: mornings only, afternoons only, split week, a 9.00 a.m. to 3.00 p.m. working day, three day week and four day week. It is open to management and an applicant to agree an attendance pattern in this category which best meets the service requirements of a Department and the personal responsibilities or choices of an applicant. However, all patterns must, at a minimum provide for the equivalent of at least one day's attendance each week.

If a pattern, other than a split week attendance pattern, provides for less than 3 days attendance in a week, a person must attend on the same days each week. For example, a person with a two day attendance pattern and attending on Monday and Wednesday must attend on those days each week. Where a person attends for at least 3 days each week and it has been agreed with local management that they need not attend on the same days each week, the same attendance pattern must be repeated in each four week cycle. These days must be fixed in this way to facilitate compliance with the rules on PRSI contributions.

(ii) **Category two** is where a person is not rostered to attend for work for at least one day each week. In this category, only the following attendance patterns are allowed under the scheme: [a] week on - week off and [b] three weeks on - one week

off. A person availing of this attendance category must work the full weekly conditioned hours of service during a week he or she is rostered to attend work.

4.2 The extension of the scheme to allow patterns of attendance in addition to those provided in this Circular will be considered once the scheme has been operational in Departments for a sufficient period of time to allow it to be effectively assessed.

4.3 A person participating in the Worksharing scheme may choose only one attendance option in a 12 month period.

4.4 An officer participating in the scheme may not work the normal full-time weekly conditioned hours of service over a reduced time period, for example, an officer may not work a scheduled pattern of 34.75 hours net²² in a four day week. To this end, it is not permissible under the scheme to have a scheduled pattern of attendance which provides for greater than the normal daily conditioned hours of service (i.e. 8 hours 12 minutes gross) during a working day. The flexible attendance patterns allowed under the scheme will result in a pro-rata reduction in the normal weekly conditioned hours of service.

4.5 Individuals participating in the Worksharing scheme whose attendance pattern is based on an agreed reduced fixed daily attendance regime (for example 9 a.m. to 3 p.m.) may, at the discretion of management, remain on or avail of flexi-time for the duration of such an agreed pattern of attendance. A pro-rata adjustment should also be made to the lunch break for those on a reduced daily attendance pattern. The daily lunch break for full-time staff is 1 hour 15 minutes. For example, staff on a reduced daily attendance pattern of a half day (4 hours 6 minutes gross) are entitled to a lunch break of 37.5 minutes giving a net attendance of 3 and a half hours. [Appendix I outlines the framework flexitime arrangements for staff participating in the Worksharing scheme who are scheduled to attend for part of the normal working day and, with the agreement of management, avail of flexitime.]

5. Eligibility

5.1. All civil servants, whether established or unestablished, including those on a one year assessment contract following appointment (currently applying to Executive Officers, Administrative Officers and Third Secretaries), may apply to workshare.

5.2 Officers on probation or on a one year assessment contract following appointment must work at least 50% of the time of a full-time civil servant in order to ensure the validity and effectiveness of the assessment process.

²² Gross hours of attendance includes the daily lunch break of 1 hour 15 minutes, net hours of attendance excludes the daily lunch break.

6. Right of decision rests with management

6.1 The implementation of the Worksharing scheme within Departments is at the discretion of management in the light of the operational needs of the Department. Management has the final decision on applications for participation in the scheme. It has to be recognised that the purpose of the scheme is to assist staff to combine work and family responsibilities, a stated priority of the Government. In considering how best the scheme can be introduced in some Departments, managements may decide that in the first year of the scheme only some of the attendance patterns in paragraph 4.1 can be accommodated, and that the matter will be reviewed at the end of the first year of operation of the scheme, and annually thereafter, with a view to including so far as possible the remaining patterns of attendance.

7. Duration

7.1 The minimum period for which a person may opt to Workshare is twelve months.

7.2 Individual Worksharing arrangements may be reviewed after twelve months, or earlier should the need arise, to ensure that the flexible attendance pattern continues to reflect the needs of the service and the personal responsibilities or choices of the officer participating in the scheme. Where the Worksharing arrangement is considered by management to be unsatisfactory, whether in the light of the operating needs of the Department or otherwise, the Worksharer(s) may be required, by direction of management, to alter his or her attendance pattern or to resume full-time duties. Where a Worksharer is asked to alter his or her attendance pattern, he or she should be informed of the reasons for any proposed change in attendance pattern. Where feasible, management should give six weeks notice that this right is being exercised. Similarly, a person participating in the scheme may apply to return to full-time work or alter his or her attendance pattern where it no longer reflects his or her personal responsibilities or choices. Those applying to participate in the Worksharing scheme should note in particular the provisions in relation to a return to full-time work in section 19 of this Circular.

7.3 A person who resumes full-time working other than on promotion or as directed by management may not recommence worksharing within twelve months of such resumption, except at the discretion of management.

8. Purpose

8.1 A person applying to participate in the Worksharing scheme must state in writing the purpose for which participation in the scheme is being sought. Participation in the Worksharing scheme may be allowed for reasons relating to:-

- (i) the personal responsibilities or choices of an applicant, including, for example, child rearing or caring for a dependant adult;
- (ii) educational purposes;
- (iii) self employment; and
- (iv) assisting in the transition to retirement.

- Educational purposes

8.2 Educational purposes may be deemed to encompass training courses which include a practical training element for which there is a nominal payment/grant made to the student.

- Self Employment Purposes

8.3 An officer seeking to participate in the Worksharing scheme for the purposes of self employment must inform the Personnel Section of his or her Department of the details of such self employment on application to participate in the scheme. Personnel Sections must also be informed by the participant of any subsequent change in these arrangements. Worksharing for purposes of self-employment is subject to the following conditions:

- (i) it must relate solely to genuine self-employment;
- (ii) there must be no actual or potential conflict of interest between the self-employment in which the officer proposes to engage and his or her position in the Civil Service. In particular, the proposed self-employment must not involve the use of confidential information gained in the course of official work, must not improperly influence the officer in the discharge of his or her duties, and must not otherwise compromise the person's ability to carry out his or her official duties. An officer participating in the scheme for the purposes of self-employment may not tender for a contract with a Department where he or she is employed. It is the responsibility of the applicant to demonstrate to the satisfaction of the Department that there is no conflict of interest between the proposed self employment and his/her official position;
- (iii) the officer should not undertake any consultancy work, or provide any service in return for payment, for his/her own Department or any other Government Department while Worksharing.

8.4 In order to ensure that the application complies with the above requirements, officers applying for Worksharing for self-employment must submit to their parent Department full

details of the nature of the self-employment, including any subsequent changes, and an outline of their proposed business contacts and proposed client/customer base, where appropriate.

- Alternative paid employment

8.5 A person participating in the Worksharing scheme may take up alternative paid employment, subject to the same conditions that apply to full-time civil servants, in particular that there be no conflict of interest and that the alternative employment does not interfere with the proper performance of their duties as civil servants.

- Conflicts of Interest or for a Purpose not Allowed

8.6 Management may require an officer participating in the worksharing scheme to resume full-time duties where, in the opinion of the Personnel Officer,

- (i) a person is availing of the scheme for a purpose not allowed; or
- (ii) self employment or alternative paid employment actually or potentially interferes with the work performance of the officer in his or her Civil Service position.

8.7 A failure to return to full-time work where required by a Personnel Officer for the reasons outlined in the paragraph above will be treated as a serious disciplinary offence.

Part II: Conditions of Service whilst Participating in the Worksharing Scheme

The conditions of service which will apply to participants in the Worksharing scheme are set out below. Except where otherwise stated or provided for in law, staff who opt to workshare will, broadly speaking, have pro rata parity with their full-time colleagues.

9. Pay

9.1 Subject to rights and entitlements arising from law, a person will only be paid in respect of a period he or she is scheduled to work under a Worksharing arrangement. For example, a person working only three weeks in a four week cycle will only be paid for the three weeks that they are working.

9.2 Payment to staff will be made pro rata the attendance regime agreed with the officer. The pro-rata calculation will be made by reference to the scheduled gross annualised hours of attendance of a person participating in the Worksharing scheme. An example of the calculation is set out in Appendix II. If persons avail of other unpaid special leave over the period of a Worksharing arrangement, then the pro rata rate of salary will be adjusted accordingly and no payment will be made in respect of such additional unpaid leave.

9.3 For incremental purposes, the scale of pay applicable to worksharing staff will be a scale each point of which is pro rata the person's agreed attendance pattern vis-à-vis the corresponding point on the scale of pay appropriate to full-time staff, calculated by reference to gross annualised hours of attendance. Increments on the Worksharing scale will be granted annually, subject to the normal rules governing the granting of increments.

9.4 When an officer is returning to full-time duty he or she should be assimilated onto the full-time scale by reference to his or her previous service, with Worksharing service seen as the equivalent of full-time service for the purposes of assimilation on the full-time scale. A person returning to full-time duty following a period of Worksharing duty should therefore be on the same point of the full-time increment scale as he or she was on the equivalent Worksharing scale.

10. Annual Leave

10.1 The annual leave allowance of a person Worksharing may be adjusted pro rata their agreed attendance regime, subject to the provisions of both the Organisation of Working Time Act, 1997 and the Part-Time Workers Bill, when enacted, and to the normal provisions governing the granting of annual leave.

10.2 The Organisation of Working Time Act provides that from 1 April, 1999, depending on time worked, the holiday entitlement of an employee should be calculated by one of the following methods, whichever is the more favourable:-

- (a) 4 working weeks in a leave year in which the employee works at least 1,365 hours³³ (unless it is a leave year in which he or she changes employment);
- (b) one third of a working week per calendar month that the employee works at least 117 hours;
- (c) 8% of the hours an employee works in a leave year (but subject to a maximum of 4 working weeks);
- (d) pro-rata the holiday entitlement of an equivalent full-time employee in that grade⁴.

10.3 In calculating the number of days' holidays to which an employee is entitled pursuant to the Act, employers should include all hours worked including overtime, rostered time spent on maternity, parental or adoptive leave as well as holidays and public holidays taken during the calculation period. Unpaid leave is not counted in calculating statutory minimum holiday entitlement. It should be noted that parental leave is counted but that the eight weeks additional unpaid maternity or adoptive leave is not counted.

11. Public and privilege holidays

11.1 The provisions of the Organisation of Working Time Act shall apply in respect of entitlements to a public holiday or privilege day where an officer does not work or is not normally required or scheduled to work.

11.2 Existing agreed arrangements in relation to additional payments to staff will continue to apply, where they are required to attend for work on a public holiday or privilege day.

12. Other leave provisions

12.1 A person participating in the Worksharing scheme will retain statutory entitlements in respect of maternity leave, including health and safety leave, and adoptive leave.

12.2 A person participating in the Worksharing scheme will retain the statutory entitlement to parental leave, the entitlement to be calculated on the basis of the number of hours

³³ In accordance with Circular 26/99, whole-time staff normally work 1,813 net hours annually (viz 34.75 net hours per week x 52.18 weeks).

⁴ In accordance with the provisions of the Part-Time Workers Bill, when enacted.

worked during a reference period of 14 weeks calculated in accordance with section 7(2) of the Parental Leave Act, 1998.

12.3 A person participating in the scheme may avail of force majeure leave within the scope of the general provisions in relation to such leave.

12.4 Provisions in relation to study leave shall apply on a pro-rata basis.

12.5 The granting of bereavement leave and examination leave, will depend on whether or not a person participating in the Worksharing scheme was scheduled to work for the period in question.

13. Sick leave

13.1 The sick leave provisions for a person participating in the Worksharing scheme will be adjusted pro-rata their agreed attendance regime, subject to the normal provisions governing the granting of sick leave. The thresholds in respect of the clearance of candidates for promotion and the determination of pay allowable for periods of sick leave will remain the same for full-time staff and those participating in the Worksharing scheme. This is to ensure coherence and clarity in the application of the sick leave regulations throughout the career of a civil servant, irrespective of the attendance pattern he or she may have been working at various stages in his or her career. However, an adjustment will be made to the method used to calculate the accumulation of sick leave to reflect a Worksharing attendance pattern and ensure pro-rata parity between full-time staff and those participating in the Worksharing scheme. Appendix III to this Circular sets out further details in relation to sick leave for a person participating in the Worksharing scheme.

14. Pensions and superannuation

14.1 Pending the decision of the Government on the Final Report of the Commission on Public Service Pensions, superannuation arrangements will be such as to yield an overall pension which is consistent with that of an equivalent full-time employee. However, existing Jobsharers whose pension terms include pro-rata co-ordination and who are to be integrated into the Worksharing scheme, will retain their entitlement to pro-rata co-ordination in the context of new Worksharing arrangements.

14.2 Pending the decision of the Government on the Final Report of the Commission on Public Service Pensions, pension contributions will be deducted on a pro-rata basis, as an interim measure. It is, however, accepted by both management and the staff panel that this method of deduction is without prejudice to the ultimate overall policy decision in relation to the application of co-ordination to part-time workers and the outcome of the working group

provided for in the PPF to advise on the implementation of the relevant Government decisions on the Report.

15. Probation and acting appointments on promotion

15.1 As far as probationary service and acting appointments on promotion are concerned, credit should be given for Worksharing service on the same basis as full-time service. Please note the provisions of section 5 of this circular in relation to Worksharing attendance patterns whilst on probation or a one year probationary contract following appointment.

16. Promotion

16.1 Worksharing staff will be eligible for promotion on the same basis as full-time staff. Staff who are Worksharing should not be distinguished from full-time staff in respect of consideration for promotion, provided they are otherwise eligible. While it may be possible for officers to continue to serve in a Worksharing capacity on promotion, an offer of promotion may be conditional on the officer concerned undertaking to perform the duties of the higher grade on a full-time basis.

16.2 The calculation, and use, of seniority is, in general, a matter for each Head of Department. However, it is not permissible to reckon Worksharing service as anything other than equivalent to full-time service for seniority lists used for the purposes of promotion or other similar purposes, such as advancement to a higher scale.

17. Overtime

17.1 Staff who are Worksharing should be treated in the same way as full-time staff for purposes of the allocation of overtime. There is no distinction in the definition of overtime for full-time and Worksharing staff, namely extra attendance outside the standard working day of full-time staff in the grades concerned and subject to the agreed arrangements applicable to full-time staff. Accordingly, overtime is only paid for attendance outside the span of the conditioned working day of full-time staff in the grades concerned; that is overtime should not be paid until staff have worked a net 34.75 hours a week.

17.2 It should be noted that the "overtime week" begins on a Monday. Existing overtime arrangements in respect of a Jobsharer with a split week attendance regime will continue to be based on a two week period. These arrangements will apply to a Worksharer with a similar attendance pattern. In order to facilitate pro-rata salary payments no overtime payment will be made to staff in the first pay period of each new tax year.

18. Extra attendance

18.1 Worksharing staff who are required to attend work during normal office hours⁵⁵ on days, or at times, which are outside their scheduled Worksharing attendance pattern, (whether for purposes of attending training courses, attending meetings or for other official purposes) should be given additional pensionable payment at their normal rate of pay or time off in lieu. Time taken off in lieu of payment for extra attendance is pensionable.

18.2 Staff may not be requested to provide such extra attendance during normal office hours without the prior approval of the Personnel Section in the Department concerned. It is essential for superannuation purposes that any such extra attendance be recorded and a return detailing any such extra attendance is provided by the supervisor of the person participating in the Worksharing scheme to his or her Personnel Section.

18.3 Departments reserve the right, in exceptional circumstances, to require individual Worksharing officers to resume duty on a full-time basis, for a temporary period. Whilst it is not possible to prescribe in advance the exceptional circumstances which might give rise to a requirement to resume full-time duty, it is expected that such occurrences will be rare. In general, this right will not be exercised in order solely to fill vacancies or provide cover during the absence on sick or annual leave of the Worksharer's partner (where there is such a partner), or as an alternative to normal overtime working or acting-up arrangements by existing full-time staff. The officers concerned would be treated as full-time staff in all respects for the duration of such assignment. They should be given the appropriate payment at their normal rate of pay. The additional payment for such extra attendance will reckon for superannuation purposes. This right should be exercised by means of a formal notice, given in writing, to the officer concerned, stating the nature of the exceptional circumstances and the likely duration of the requirement to work full-time. The period concerned should not be longer than three months. As much advance notice as possible should be given, in order to give the officer concerned an opportunity to make whatever arrangements are necessary to be available. In giving notice management have a responsibility to take into consideration the domestic or other circumstances of an officer participating in the Worksharing scheme.

19. Return to Full-time employment

19.1 Officers who have worked a particular pattern for at least twelve months may apply to return to full-time duties, subject to the availability of a suitable fillable vacancy in their parent department. An officer seeking to return to full-time duties in a particular location may have to await a suitable fillable vacancy within that location or an adjacent location within their parent department. An officer seeking to return to a particular location may await a vacancy in that location and may indicate to Personnel in his or her parent

⁵⁵ 9.15 a.m. to 5.30 p.m. in the case of most general service grades.

Department that he or she does not wish to be considered for a vacancy elsewhere, including in an adjacent location.

20. Social Welfare Arrangements

20.1 As the attendance pattern agreed may affect a person's social welfare contribution record (i.e. not all attendance patterns may reckon as 52 contributions in any or every year), officers are strongly advised to check with the Department of Social, Community and Family Affairs prior to commencing Worksharing and to check the up-to-date position each time they renew a Worksharing agreement. It is important that officers are aware that a Worksharing attendance pattern may affect their social welfare entitlements.

21. Making up the shortfall in attendance

21.1 It is open to a Department to agree an attendance pattern with a person participating in the Worksharing scheme, without making up any consequential shortfall in attendance, if such an arrangement is consistent with the operating requirements of the Department. For example, a person would attend for four days a week and there would be no replacement to cover for the fifth day. In other cases, there are a number of options available to provide cover for any shortfall in work arising from Worksharing attendance patterns. These include:

- (i) finding a partner or a number of partners within a Department who agree to participate in a Worksharing arrangement which will provide full attendance cover (a variation on the existing Jobsharing scheme except both parties would not be required to work at least five days in a fortnight);
- (ii) finding a partner or a number of partners in another Department - such a system would operate in the same manner as the current central transfer arrangements for Jobsharers;
- (iii) recruiting, within their authorised staff complement permanent full-time replacements through the Civil Service Commission who would cover, as far as possible, a number of persons who are on a Worksharing attendance pattern;
- (iv) recruiting, in accordance with relevant local agreements, a temporary replacement to cover any work shortfall.

21.2 All the above arrangements will apply on the basis that Departments remain within their agreed whole time equivalents staff complement and permanent replacement staff can be absorbed within that complement if the Worksharer returns to full-time duties.

21.3 The recruitment of staff on either a whole-time or temporary basis to cover any work shortfall as a consequence of staff participating in the Worksharing scheme should be in accordance with agreed procedures that may exist with the relevant unions from time to time for the recruitment of staff to the Civil Service.

21.4 Temporary staff in general may not be retained for a period greater than twelve months continuous service, but in special circumstances may be offered a further short-term contract. Departments should ensure that temporary staff are given no expectation that a contract will be renewed. It should be made clear to temporary staff, including those who may have previously been given renewed contracts, that they can have no expectation of a full-time or permanent position.

22. Review

22.1 The operation of the scheme will be reviewed in 2 years time by the Equality Subcommittee of General Council.

23. Further Information

23.1 Personal enquiries about this Circular from individual officers, should be addressed in the first instance, to the Personnel Unit of the employing Department.

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J. McGovern
Assistant Secretary

Appendix I

Flexible Working Hours

1. Participants in the Worksharing scheme may, subject to the agreement of local management and in accordance with General Council Reports, avail of flexi-time in the normal manner where scheduled to work the full daily conditioned hours of service. Where a person is scheduled to work a mornings only or afternoons only attendance pattern, existing arrangements in relation to flexi-time for Jobsharers will continue to apply.

2. Where a person is scheduled to work a fraction of a day (e.g. 9.00 am to 3.00 pm), other than a half day, the following rules will apply to the provision of flexi-time, where such is agreed by management and in accordance with General Council Reports. No flexible working hours arrangement for persons participating in the Worksharing scheme is allowed outside of existing bands in operation in Departments.

Band Times

Half an hour before the scheduled start time to half an hour after scheduled finish time

Core Hours

The core hours of attendance will be determined by local management

Net Hours

Scheduled hours minus the pro-rata lunch break

Carry Over Hours

Pro-rata proportion of 11½ hours

A person may carry time over two flexi periods

Flexi-Leave

In order to qualify for flexi-leave a person must have built up the relevant pro-rata proportion of their morning or afternoon attendance pattern. For example a person working mornings only will require 3½ hours credit in order to take a morning off. If a person works 9.00 a.m. to 3.00 p.m. he or she will require 5 hours and 5 minutes for a day's leave, 3½ hours credit for a morning absence and one hour 35 minutes for an afternoon absence. A person availing of flexi-leave may not be absent for more than 3 core periods in a month.

Appendix II

The calculation of pro-rata pay for a person participating in the Worksharing scheme

1. Section 9 of this Circular sets out the basis of the payment of salary to those participating in the Worksharing scheme. Departments who enter into an administrative arrangement to pay an individual participating in the scheme in equal amounts over an agreed period should calculate the pro-rata salary of such an individual using gross annualised hours of attendance.
2. The gross conditioned hours of attendance for the majority of full-time civil servants is 41 hours each week or 8 hours 12 minutes (or 8.2 hours) each day. The working year of a full-time civil servant is 52.18 weeks. Therefore, the gross annualised hours of attendance of a full-time civil servant is 52.18 weeks x 41 hours = 2,139.38 hours.
3. In calculating the pro-rata salary of an officer on a Worksharing pattern his or her scheduled gross annualised hours of attendance should be calculated. The calculation is made on the agreed scheduled pattern of attendance of the person participating in the Worksharing scheme, for example a three day week. Thus a person working three days a week would have his or her gross weekly hours of attendance calculated as follows: 8.2 hours x 3 days = 24.6 gross hours of attendance a week. His or her gross scheduled annualised hours of attendance would then be calculated as follows: 24.6 hours x 52.18 weeks = 1,283.63 gross scheduled annualised hours of attendance each year.
4. Therefore, a person working a three day week would have a scheduled attendance pattern of 60% ($(1,283.63 \div 2139.38) \times 100$) that of a full-time member of staff and would be paid accordingly i.e. 60% of the corresponding point on the scale of pay appropriate to full-time staff.

Appendix III

Worksharing and sick leave thresholds

General outline on the current sick leave arrangements for full-time staff

1. The sick leave thresholds in respect of the clearance of candidates for promotion and the payment of staff whilst on sick leave for all grades of full-time staff are calculated by reference to a seven day sick leave week. Each working day on which a full-time officer is absent on sick leave counts as one day's sick leave in calculating the accumulation of sick leave. Under current sick leave provisions for full-time members of staff where a period of sick leave ends on a Saturday, Sunday or public holiday, or on any other day on which an officer is not required to work then the non-working day(s) before the day on which the officer returned to work should not normally be counted as sick leave. This should be the practice even in cases where a sick leave certificate covers the non-working days. If a sick leave absence spans a weekend (i.e. the officer is absent on Friday and Monday) then both the Saturday and Sunday are counted in calculating the accumulation of sick leave.

The calculation of sick leave for a person participating in the Worksharing scheme

2. As previously stated in section 13 of this Circular in order to ensure coherence and consistency between periods of full-time service and participation in the Worksharing scheme the sick leave thresholds specified in Civil Service sick leave provisions will apply to both full-time staff and those participating in the Worksharing scheme. However, the method by which sick leave is calculated for a person participating in the Worksharing scheme will be adjusted to ensure pro-rata equivalence with full-time staff.

3. In order to ensure pro-rata parity, as far as possible, between full-time staff and those participating in the Worksharing scheme an adjustment will be made in the measurement of a sick day in calculating the accumulation of sick leave in accordance with Civil Service sick leave provisions. The established principle for Jobsharers is that each working day on which the Jobsharer is sick counts as the equivalent of two days for the purposes of calculating the accumulation of sick leave. This principle is continued in the Worksharing scheme. In keeping with the provisions of the Jobsharing scheme a weekday or public holiday or privilege day on which a person participating in the Worksharing scheme is not scheduled to attend is not counted for sick leave purposes.

4. In calculating the accumulation of sick leave for a person participating in the Worksharing scheme there is a need to determine the equivalent of one day of sick leave for a full-time member of staff. The calculation is based on the gross hours of attendance of a person participating in the Worksharing scheme relative to the conditioned hours of a full-

time member of staff. The relative attendance pattern is calculated as outlined in paragraph 3 of Appendix II. For example, using this calculation, a person working a three day week has an attendance pattern equivalent to 60% of that of a full-time worker.

Weekends

5. Where a person participating in the Worksharing scheme is not scheduled to work on a Saturday or Sunday and he or she is also on sick leave on the following next scheduled working day then each day over the weekend counts as one day of sick leave. For example, if a person working Tuesday, Wednesday and Thursday of each week is absent on the Thursday and is also absent on the following Tuesday, then the total sick leave is four days. If he or she returns to work on Tuesday, then one day's sick leave is incurred in accordance with the procedures outlined in paragraph 1 of this appendix.