



An Roinn Airgeadais
Department of Finance

E109/118/2000

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Circular 34/2003: Pilot Term Time Scheme 2004

A Dhuine Uasail

1. A Pilot Scheme of Term Time Leave is being operated in the Departments of Finance, Health and Taoiseach and the Houses of the Oireachtas in 2004. Under the terms of the Pilot scheme, term leave will be available as a continuous period of eight weeks beginning 5 July and ending 27 August 2004. The period of Term Time leave, in accordance with circular 7/2002 will be **unpaid special leave**.

2. The provisions of Circular 7/2002, in relation to the terms and conditions of participation in the scheme of term leave will apply to term leave taken under the pilot scheme other than the special conditions set out below that apply to this scheme.

3. The special conditions attaching to this Pilot Scheme are set out at paragraphs 4 and 5 below. They amend the provisions of circular 7/2002 as follows:

Paragraph 4 below replaces paragraphs 11 & 12 and deals with restrictions on the taking of annual leave.

Paragraph 5 below should be read in conjunction with paragraphs 22 to 28 and deals with the filling of ensuing vacancies.

Annual Leave

4. Subject to the discretion of management, participants in the scheme will be entitled to take up to two weeks annual paid leave in the period either immediately prior to or following on the eight week period of Term Time leave.

Filling of ensuing vacancies

5. It is important that the absence of staff on Term Time leave does not

place an undue burden on the staff remaining in the workplace. While bearing this in mind, *the filling of vacancies arising under the terms of this pilot scheme* will be at the discretion of the participating Departments. Where Departments intend to fill vacancies, the arrangements set out in paragraphs 22 – 28 of Circular 7/2002 will apply.

6. Queries in relation to the scheme should be addressed to the Personnel section of the participating Departments/Office.

7. The Pilot scheme will operate in 2004 and will then be reviewed in consultation with the staff unions.

Mise le meas

John O'Connell
Assistant Secretary