

E109/050/11

13 April 2011

**Circular Letter 06/2011 to Personnel Officers: Annual Leave and Privilege Days**

1. I am directed by the Minister for Public Expenditure and Reform to say that the following arrangements will apply to the treatment of Privilege Days and to the allocation of annual leave for civil servants.
2. The two Privilege Days which staff have received on an annual basis will now cease to apply in the civil service and are being formally withdrawn accordingly. Under revised arrangements all civil service grades will have their annual leave allowance increased by two days and this increase will take effect from the annual leave year 2011/2012.
3. The management of annual leave is a matter for which individual Departments/Offices are responsible having regard to the exigencies of the work as well as the requirements in the Organisation of Working Time Act 1997.
4. Departments/Offices should apply a flexible approach to the opening and closing of Departmental buildings at holiday periods or such other periods as may be required, with building closures determined by management in respect of each building or functional area having regard to business needs. This will include, where management deem it appropriate and in accordance with section 20 of the Organisation of Working Time Act, 1997, mandating office closure days for which annual leave must be taken by staff e.g. in the Christmas period or other appropriate times in the annual work cycle.

***Avoiding the Carryover of Annual Leave***

5. Where possible annual leave should be taken in the year in which it is accrued. The carryover of annual leave should be avoided. The carryover of annual leave should be closely monitored by Department and Offices to ensure that it is being used appropriately and that large amounts of annual leave are not being accumulated by staff. There are strict limits to the carryover of annual leave in the Organisation of Working Time Act and circular 27 of 2003.
6. The revised annual leave allowances are set out in appendices 1 and 2 hereunder. These appendices supersede the existing appendices in Circular 27 of 2003.

***Work-sharers***

7. As provided for in section 19 of the Organisation of Working Time Act, 1997 and paragraphs 7 and 8 of Circular 27 of 2003, work-sharing staff will have their annual leave allowance increased by the appropriate pro-rata amount of the additional two extra annual leave days in lieu of the Privilege Days.
8. The current annual leave Circular 27 of 2003 will be updated and re-issued in due course.

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Tom Clarke  
Principal  
Pay & Remuneration Division

**Appendix 1 to Circular 27/03 – Annual Leave Allowances – effective 2011/2012 leave year**

The amounts of annual leave shown are exclusive of public holidays and relate to a five-day week.

<b>General Service Grades</b>	<b>Days per year</b>
Secretary General	33
Deputy Secretary	33
Assistant Secretary	33
Principal (standard scale)	33
Assistant Principal (standard scale)	32, rising to 33 after 5 years service
Administrative Officer	25, rising to 29 after 5 years' service and to 31 after 10 years' service
Higher Executive Officer	29, rising to 30 after 5 years' service and to 31 after 10 years' service
Executive Officer	23, rising to 24 after 5 years' service and to 25 after 10 years' service
Staff Officer	23, rising to 24 after 5 years service and to 25 after 10 years service
Clerical Officer	22, rising to 23 after 5 years service and to 24 after 10 years service
Services Officer	22, rising to 23 after 5 years service and to 24 after 10 years service
Services Attendant	22, rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works a minimum of 30 hours a week	22, rising to 23 after 5 years service and to 24 after 10 years service
Cleaner who works less than 30 hours a week but not less than 18 hours per week	a minimum of 15 days and not more than 22 days depending on hours actually worked.

**Appendix 1 to Circular 27/03 – Annual Leave Allowances – effective 2011/2012 leave year (continued)**

<b>Certain Grades common to two or more Departments</b>	<b>Days per year</b>
Principal (higher scale)	33
Assistant Principal (higher scale)	32, rising to 33 after 5 years service
Engineer Grade I (Civil) / Professional Accountant Grade I	32, rising to 33 after 5 years service
Engineer, Grade II (Civil), and Professional Accountant Grade II	27, rising to 32 after 5 years' service and to 33 after 10 years service
Engineer, Grade III (Civil)	25, rising to 29 after 5 years' service and to 31 after 10 years service
Legal Staff Officer <i>(Obsolete by general council report 1121 of Dec 1988 – FOhA).</i>	27, rising to 28 after 5 years and to 29 after 10 years
Senior Legal Clerk	23, rising to 24 after 5 years and to 25 after 10 years
Legal Clerk	23, rising to 24 after 5 years and to 25 after 10 years
Senior Engineering Draughtsperson	23, rising to 24 after 5 years and to 25 after 10 years
Examiner-in-Charge	23, rising to 24 after 5 years and to 25 after 10 years
Examiner of Maps	22, rising to 23 after 5 years and to 24 after 10 years
Architectural Assistant Grade II	22, rising to 23 after 5 years and to 24 after 10 years
Engineering Draughtsperson	22, rising to 23 after 5 years and to 24 after 10 years

<b>Certain Grades common to two or more Departments</b>	<b>Days per year</b>
Visually Impaired Telephonist	22, rising to 23 after 5 years and to 24 after 10 years
Law Clerk	22, rising to 23 after 5 years and to 24 after 10 years
Mapping Draughtsman	22, rising to 23 after 5 years and to 24 after 10 years
Clerical Officer (Date Entry)	22, rising to 23 after 5 years and to 24 after 10 years
Laboratory Attendant	22, rising to 23 after 5 years and to 24 after 10 years

**Appendix 2 to Circular 27/03 – Salary banding system for determining annual leave allowances in the civil service**  
**Payscale 1 January 2010 – effective 2011/2012 leave year**

<b>Band</b>	<b>Salary Range</b>	<b>Min. € per annum</b>	<b>Max. € per annum</b>	<b>Recruitment Grades Days per annum</b>	<b>Other Grades Days per annum</b>
1	Up to €1 below Staff Officer max.		€41,472 (pre 95) €43,615 (post 95)	22, rising to 23 after 5 years service and to 24 after 10 years service	23, rising to 24 after 5 years service in the grade
2	Staff Officer max. to €1 below 4 <sup>th</sup> point of HEO (Standard) scale	€41,473 (pre 95) €43,616 (post 95)	€47,729 (pre 95) €50,203 (post 95)	23, rising to 24 after 5 years service and to 25 after 10 years service	24, rising to 25 after 5 years service in the grade
3	4 <sup>th</sup> point of HEO (Standard) scale to €1 below HEO (standard) scale max.	€47,730 (pre 95) €50,204 (post 95)	€51,652 (pre 95) €54,328 (post 95)	23, rising to 27 after 5 years service and to 29 after 10 years service	27, rising to 29 after 5 years service in the grade
4	HEO (standard) scale max. to €1 below Assistant Principal (standard) scale max.	€51,653 (pre 95) €54,329 (post 95)	€72,267 (pre 95) €75,933 (post 95)	25, rising to 29 after 5 years service and to 31 after 10 years service	29, rising to 31 after 5 years service in the grade
5	Assistant Principal (standard) scale max. to Principal (higher) scale max.	€72,268 (pre 95) €75,934 (post 95)	€99,236 (pre 95) €104,327 (post 95)	27, rising to 32 after 5 years service and to 33 after 10 years service	32, rising to 33 after 5 years service in the grade
6	Above Principal (higher) scale max.	€99,237 (pre 95) €104,328 (post 95)		29, rising to 33 after 5 years service	33

Bands are based on the grade links, salary figures may change.