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17/12/2008

Civil Service Conciliation and Arbitration Scheme

General Council Report 1517

(Meeting/s of 27 June 2007, 17 December 2008)

That examination leave be granted to officers on the day of examination in all cases, including situations where all or part of the examination takes place outside of normal working hours.

Civil Service Conciliation and Arbitration Scheme

General Council Report 1517

(Meetings of 27 June 2007)

Claim: Extension of examination leave scheme to include exams outside of normal working hours

1. The Staff Side gave background information on the claim. They stated that they did not envisage the provision of examination leave to include exams outside of normal working hours arising often and therefore they considered that the costs would not be significant.
2. The Official Side stated that if an officer is undertaking a course that qualifies for a refund of fees, he/she will get paid examination leave for examinations relating to the course (Circular 23/07: Post Entry Education-Refund of Fees, Study Leave and Examination Leave, para. 20). If an officer is undertaking a course which does not qualify for a refund of fees, he/she may still be given some paid examination leave at the discretion of the head of the Department/Office.
3. Circular 33/64 provides for the grant, subject to certain conditions, of paid leave for the purpose of attending examinations held by the PAS, Department of Education, the Universities, recognised professional bodies, the IPA and similar bodies. The terms of the circular may also be applied to attendance at examinations conducted by the Local Appointments Commissioners. Paid examination leave is given for all PAS examinations/competitions, including confined competitions held on Saturday. (No time off in lieu, however, is given for open PAS competitions held on Saturday). Worksharers are given paid examination leave depending on whether or not they are scheduled to work

for the period in question.

4. Paid examination leave extends to a wide range of examinations because the civil service wishes staff to succeed in their examinations, to gain extra qualifications, and therefore to raise the skill levels of the civil service.

5. As no official time is involved in staff sitting examinations outside of official working hours the Official Side does not believe that pay or time off in lieu is justified.

6. The staff side asked that a report recording disagreement be prepared.

7. This report recording disagreement was adopted on 17 December 2008

Aengus O'Riain
Official Side Secretary

Joan Byrne
Staff Side Secretary

Report recording disagreement