

Reference No: E109/3/93; **Date:** 15/01/93

15/01/1993 LP:- Job-sharing: Sick Leave

Dear Personnel Officer

The following method should be used in calculating the sick leave of job-sharers who official duties do not normally involve work at weekends (paragraph 5 of the Appendix to Circular 3/84 refers):

- (i) each full working day's absence on grounds of ill-health counts as 2 days sick leave;
- (ii) because of (i) above, week days on which the officer is not required to attend are not counted for sick leave purposes; and
- (iii) where such absences span weekends, each intervening weekend should count as 2 days sick leave.

Yours sincerely

Rory Dempsey
Assistant Principal