

Reference No: ; **Date:** 31/01/2003

31/01/2003 LP:- Special Olympics 2003: Flexi-time Arrangements

E109/14/02

31 January 2003

Re: Special Olympics 2003 Flexi-time Arrangements

Dear Personnel Officer,

I am directed by the Minister for Finance to refer to Agreed General Council Report Number 1421 (copy attached) covering 'flexi-time' arrangements for the forthcoming Special Olympic World Games 2003 (20 to 29 June 2003).

The Staff Side put forward a claim at General Council for special leave with pay for civil servants acting as unpaid volunteers for the Special Olympics. The Minister decided that it would not be appropriate to allow civil servants to take special leave with pay.

Rather, as a 'once off' concession for a unique event, the Minister decided that staff who are volunteers for the Special Olympics may accumulate a maximum of 5 days flexi leave to allow them to volunteer for the event. Officers may work up the 5 days (34 hours and 45 minutes) flexi leave in addition to the normal time that they can currently work up. Corresponding arrangements may be applied, on an informal basis, in respect of staff to whom flexible working hours arrangements do not apply, but who are covered by the Conciliation and Arbitration Scheme.

In addition, officers may take unpaid special leave under the terms of Circular 2/76.

These arrangements are subject to (i) the usual requirements of the exigencies of the public service and the work of the Department/Office, (ii) the (local) flexi-time arrangements and (iii) the presentation of an official document arising from their voluntary work.

Please ensure that all officers are advised of these arrangements as soon as possible.

Yours sincerely,

Pat Casey

Personnel and Remuneration Division

To: All Personnel Officers