

Our Ref: E109/18/06

10/3/2009 LP: - Extension of Probation due to Maternity leave and competitions for promotion (clarification of Circular 31/06)

10 March 2009.

Circular 31/06: Extension of Probation due to Maternity Leave and Competitions for Promotion.

Dear Personnel Officer

I am writing to clarify the situation regarding an officer whose probation is extended due to an absence on maternity leave, in accordance with the Maternity Leave Circular 31/06, and the effect that this may have on the officer's eligibility to apply for promotion.

The probationary period for the Civil Service is now one year. Interdepartmental competition circulars no longer specify that a candidate must have completed probation to be eligible to compete. Candidates are required to have two years service in an eligible grade and an annual review rating of at least grade 3 under the Integrated PMDS model (agreed in General Council Report 1452).

All forms of maternity leave, including extended maternity leave, constitute service for the purpose of calculating the two year period. It follows that where a person is still on probation, due solely to the application of Circular 31/06, this should not be relevant to the assessment of the candidate's eligibility to compete for promotion.

Departments/Offices should reflect this practice in competitions for promotion at Departmental level.

This also applies to any individual in a permanent post who may be serving out a two year probation period which has been extended solely due to the application of Circular 31/06.

I would ask that you bring this information to the attention of all persons in your HR Unit dealing with promotion competitions.

Yours sincerely,

Oonagh Buckley,
Principal Officer,
Personnel and Remuneration Division.