



Copy Correspondence

TEL. 1011714711 EXTN.

TELEX 24884

REF. S146/72

10 Samhain, 1980

To Each Chief Executive Officer

Special Leave for Domestic Reasons

A Chara,

I am directed by the Minister for Health to say that agreement has been reached at conciliation on a claim made under the conciliation and arbitration scheme for review of the arrangements regarding special leave for domestic reasons.

Accordingly, with effect from the current leave year, the following revised arrangements may be applied by Chief Executive Officers in relation to special leave for domestic reasons, subject to general directions governing the grant of special leave and provided the costs can be accommodated within your approved allocation:

Special Leave with Pay

Special leave with pay up to a maximum of three days may be allowed (i) on the death of an immediate relative, or (ii) in exceptional circumstances, on the death of a more distant relative where, for example, the officer has to take charge of funeral arrangements or has lived in the same house as the deceased. On the death of a spouse the maximum number of days allowable may be increased to five. Extra days may be allowed where an immediate relative dies abroad and the officer has to go abroad to take charge of the funeral arrangements.

If the annual leave for which the officer is eligible has been exhausted, special leave with pay to a maximum of three days in any one leave year may be granted in the event of a serious and unforeseen illness of an immediate relative, or in exceptional circumstances of a more distant relative. In the case of the serious and unforeseen illness of a spouse in these circumstances the maximum number of days allowable may be increased to five.

Anticipation of Annual Leave

An officer whose annual leave allowance for the current leave year has been exhausted and who is confronted with an unforeseen but compelling social obligation, e.g., the wedding of a close friend or relative, may be allowed to anticipate up to two days of the annual leave allowance for the next leave year for this purpose.



- 2 -

This arrangement will only apply in the last three months of the leave year and will be subject to the condition that the Chief Executive Officer has no reason to believe that sufficient service will not be given to cover the hours anticipated.

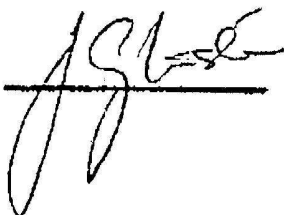
General

6. In the context of paragraphs 3 and above "immediate relative" means a father, mother, brother, father-in-law, mother-in-law, sister or child; it also means a husband or wife where specific provision is not made in relation to spouses.
7. Where periods of special leave are expressed in days in paragraphs 3 and 4 above, these references should read as meaning working days.
8. The provisions of paragraphs 3 and 4 above do not apply to officers on short-term casual employment i.e. temporary staff who are expected to have their employment terminated before the end of six months.
9. Before granting special leave under these arrangements, Chief Executive Officers should satisfy themselves that the circumstances fully justify the special leave allowed. The maximum periods of special leave should be granted only where the situation warrants this.

The provisions under different paragraphs should not be combined to exceed the period of leave allowed in a particular situation.

10. Any enquiries about this Circular should be addressed to Miss Frances Elliott, Personnel Unit, Department of Health. (Tel. 714711 ext 82).

Mise le meas



M. McG.