

**Reference No:** E103/8/45 ; **Date:** 08/11/79

**Circular 51/1979:- Leave for attendance at training with the Reserve Defence Force**

A Dhuine Uasail

I am directed by the Minister for the Public Service to say that agreement has been reached at the General Council on a claim made under the conciliation and arbitration scheme for an increase in the amount of special leave allowable to civil servants under Circular 3/53 in respect of attendance at annual training courses with the Reserve Defence Force. To facilitate easy reference it has been decided to cancel Circular 3/53 and to issue the following comprehensive instructions.

2. The Minister desires that civil servants who wish to attend training courses with the Reserve Defence Force should be facilitated as far as possible consistent with the exigencies of the public service.

3. As regards the Reserve - First Line - the duration of the courses of annual training is 21 days for Officers and Senior N.C.O.s and 14 days for others. The courses of annual training for members of An Fórsa Cosanta Áitiúil and An Slua Muiri are normally of 7 or 14 days' duration. In addition to attendance at courses of annual training a member of An Fórsa Cosanta Áitiúil may, with his own consent, be called on to attend on one occasion, as soon as possible after the commencement of his service, for a course of basic training. Courses of basic training are of 14 to 30 days' duration.

4. Officers of your Department/Office who are members of the Reserve Defence Force and who are released for the purpose of attending annual or basic training may, if they attend for the full period of the course of training, be granted special leave with pay as follows:

- (a) For a course of annual training lasting 7 days - 3 working days  
For a course of annual training lasting 14 days - 7 working days  
For a course of annual training lasting 21 days - 10 working days

(b) For a course of basic training lasting 14 to 30 days - Special leave with pay for 5 working days.

5. In addition to the courses of training referred to above, special courses of training of 7, 14 or 21 days duration, are provided for selected personnel. Officers who are released for special training and who attend for the prescribed period may be allowed (in addition to leave granted under paragraph 4 above) special leave with pay as follows:

- For a course of special training lasting 7 days - 3 working days  
For a course of special training lasting 14 days - 6 working days  
For a course of special training lasting 21 days - 9 working days

6. Special leave with pay in addition to the allowances above may also be granted in respect of any time necessarily spent in travelling to and from a course of training.

7. Periods of leave, over and above the allowances of special leave with pay, which are necessary in order to cover the full course of training, may, at the officer's option, be treated as annual leave or as special leave without pay or partly in each category. Special leave without pay granted in accordance with this Circular is reckonable for increment and superannuation purposes. In all such cases a suitable note should be made on the officer's personal file that this period is so reckonable and the authority of this Circular should be quoted.

8. The provisions of this Circular may be applied to all civil service staff except those employed on a casual basis, i.e. temporary staff who are expected to have their employment terminated before the end of six months.

9. Officers will be eligible for the concessions granted under the Circular once only in any leave year. (Special leave for a course of basic training will, of course, arise only once for any officer; an officer may, if the necessity arises, be allowed special leave in respect of an annual training course and a basic training course in the one leave year.)

10. The revised allowances of special leave for annual training courses, as outlined in paragraph 4(a) above, are effective from 1 January 1978.

Mise le meas  
K Murphy