

**Reference No:** E103/3/83; **Date:** 09/03/87

**09/03/1987 LP:- Special leave for Sporting Purposes**

Dear Personnel Officer

I am directed by the Minister for the Public Service to inform you that special leave with pay may be granted to officers representing Ireland at

- (1) The Olympic Games
- (2) World Championship Events
- (3) European Championship Events
- (4) Pre-Olympic Qualifying Competitions

The term Pre-Olympic at (4) above applies to those sports in which there are specific pre-Olympic qualifying events.

As you are aware the concession of special leave with pay for participation in the Olympic Games was granted in connection with the 1984 Olympic Games. The concession of special leave with pay for participation in the other levels of international event set out at (2), (3) and (4) above is effective from 1 April 1986.

Officers seeking special leave with pay for sporting purposes should submit a completed application form to you (form SLS 1 - copy enclosed) which will verify the status of the competition for which the leave is sought and supply other relevant particulars. The completed form should be retained subsequently by your Personnel Section.

Paid leave should not be granted, without the prior authority of this Department, in cases where there is financial sponsorship of the competitors beyond reasonable travelling costs, subsistence expenses or equipment costs.

Any enquiries in relation to this letter may be made to Room 3.26, Department of the Public Service, Molesworth Street, Dublin 2 (Tel. 77 96 01, Ext 506).

P O'Donoghue

**APPLICATION FOR SPECIAL LEAVE**  
(while Representing your Country in Sport)

\* Sections 1 and 2 should be completed by the Applicant and then sent to the National Governing Body of the sport for verification.

**SECTION 1 APPLICANT'S DETAILS**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Employer's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Work Section/Branch \_\_\_\_\_

No. of Days Leave Required \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
National Governing Body of Sport  
(of which Applicant is a Member)  
Name \_\_\_\_\_  
Address \_\_\_\_\_

SECTION 2 COMPETITION DETAILS

Title of Competition \_\_\_\_\_ Location \_\_\_\_\_  
 Organising Body's Name \_\_\_\_\_ DATE From \_\_\_\_\_  
 Address \_\_\_\_\_ To \_\_\_\_\_

Status of Competition

Olympic                      Pre-Olympic                      European                      World  
    Qualifying                      Championship                      Championship  
    Competition

1. Are you attending the competition as  
     An Individual?              Yes              No  
     Team Member?              Yes              No
  
2. Is the competition under the auspices of the International Body of the sport?      Yes      No  
 If "Yes", give the name of the International Body \_\_\_\_\_
  
3. Will you be provided with financial assistance for your attendance at the competition?  
 Yes      No

If "Yes", please state sources (i.e. sponsorship, grants, fees, etc. )

Signed \_\_\_\_\_ Date \_\_\_\_\_

SECTION 3 To be completed by an Officer of the National Governing Body of the Sport

\* Please sign this form and return it to

- (i) the Personnel Section of the applicant's employer  
 OR
- (ii) if the event is Olympic or Pre Olympic, send it to the Olympic Council of Ireland.

The person named in this form has been selected to represent Ireland at the event stated and on the dates shown. The status of the competition is as indicated by the applicant.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Chairman/Secretary/Treasurer of National Governing Body

SECTION 4 To be completed by an Officer of the Olympic Council of Ireland

This section need only be signed if the event is Olympic or Pre Olympic.

Name of Governing Body \_\_\_\_\_  
 Competitor's Name \_\_\_\_\_  
 Event \_\_\_\_\_

The above Governing Body must send a team to the event named by the applicant. The applicant has been selected to represent Ireland in that event.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
President/Secretary/Treasurer/Director