

Annual Leave – Increases for Executive and Clerical Officers

Dear HR Manager

Arising from the Public Services Stability Agreement 2018 – 2020, additional annual leave has been agreed for Executive and Clerical Officers. Each grade will receive an additional day's leave after 12 years' service and a further day after 14 years' service. This means that the annual leave allowances will be as follows:

Grade	Days per year
Executive Officer	23 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service 27 after 14 years' service
Clerical Officer	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service.

These changes will come into effect for all leave years commencing on or after 1 January 2018.

In accordance with paragraph 31 of the Annual Leave Circular 27/03, where appointments or promotions to Executive Officer are made, any period of service in the Civil Service as Service Officer, Clerical Officer and Staff Officer will reckon as service in the higher grade for the purposes of qualifying for the increased annual leave allowances available after 5, 10, 12 and 14 years' service.

Yours sincerely

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