

26th June 2018

Annual Leave – Increases for Grades analogous to EO and CO in the Civil Service, Service Officers, Service Attendants and Cleaners.

Dear HR Manager

Arising from the Public Services Stability Agreement 2018 – 2020, additional annual leave was agreed for Executive and Clerical Officers. Each grade received an additional day's leave after 12 years' service and a further day after 14 years' service. Following this, Forsa submitted a claim for a similar increase in annual leave for Grades analogous to EO and CO and also Service Officers, Attendants and Cleaners.

Annual Leave Allowances and Banding:

Annual leave allowances for grades, other than grades covered by Appendix 1 to the Annual Leave Circular, are determined using the salary banding methodology, also set out in the Annual Leave Circular at Appendix 2. It is clear that there is a linkage established between grades using this methodology. Following consideration of the claim and recognising that in the past any changes in annual leave allowances have been applied across all grades, the claim has been agreed.

Therefore the appendices to the Annual Leave Circular should include the following:

Grade	Days per year
Services Officer	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Services Attendant	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Cleaner who works a minimum of 30 hours a week	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service

Senior Legal Clerk	23 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service 27 after 14 years' service
Legal Clerk	23 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service 27 after 14 years' service
Senior Engineering Draughtsperson	22 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service 27 after 14 years' service
Examiner-in-Charge	22 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service 27 after 14 years' service
Examiner of Maps	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Architectural Assistant Grade II	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Engineering Draughtsperson	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Visually Impaired Telephonist	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Law Clerk	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Mapping Draughtsperson	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service

Clerical Officer (Data Entry)	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service
Laboratory Attendant	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service

Band	Salary Range	Min € per annum	Max € per annum	Recruitment Grades Days per annum	Other Grades Days per annum
1	Up to €1 below Staff Officer max		€42,897 (pre 95) €45,061 (post 95)	22 rising to 23 after 5 years' service 24 after 10 years' service 25 after 12 years' service 26 after 14 years' service	23 rising to 24 after 5 years' service 25 after 10 years' service and 26 after 14 years' service
2	Staff Officer max. to €1 below 4 th point of HEO (Standard Scale)	€42,898 €45,062	€49,216 (pre 95) €51,716 (post 95)	23 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service 27 after 14 years' service	24 rising to 25 after 5 years' service 26 after 10 years' service and 27 after 14 years' service

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

Revision of the Annual Leave Circular:

We have been in communication with you about the revision of the annual leave circular. Work is continuing on this and these revised allowances will be reflected in any new circular. We will continue to be in touch with you about this revision as work progresses.

Clarification:

Any queries from HR Units about this letter should be sent to cshrddivision@per.gov.ie

Yours sincerely

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