

PROPOSED AMENDMENT TO CS REGULATIONS

Ref:	C S Regulations 14-001
Re:	Regulation F14 – Deferment of Leave
Proposal:	To clarify the position regarding deferment of leave for part time civil servants.
Existing Regs:	<p>14. Deferment Of Leave</p> <p>Last updated : 30 September 2013 - Amendment No. <u>13-011</u></p> <p>With effect from the 2012/13 annual leave year, (i.e. 1 April 2012) the accumulation of leave from year to year is permitted only to the extent that a civil servant may carry over up to 12 days' leave which may be taken during the next leave year.</p> <p>With effect from 1 October 2013 this allowance, which may be taken during the next leave year, will be pro rata for part time staff proportionate to the number of days/hours worked in the week. e.g.</p> <p>1. A part time civil servant who works 18.5 hours per week, over 5 days, would be entitled to carry over up to 6 days' leave to the next leave year.</p> <p>$18.5/37 \times 12 = 6$ days (6 days at their usual daily hours, not 6 days at 7.24 hours)</p> <p>2. A part time civil servant who works 22.5 hours over the week over 4 days would be entitled to carry over up to 7.5 days' leave to the next leave year.</p> <p>$22.5/37 \times 12 = 7.30$ days (rounded to 7.5 days of their usual daily hours, not 7.5 days at 7.24 hours)</p>
Proposed Amendment :	<p>14. Deferment Of Leave</p> <p>Last updated : 30 September 2013 - Amendment No. <u>13-011</u></p> <p>With effect from the 2012/13 annual leave year, (i.e. 1 April 2012) the accumulation of leave from year to year is permitted only to the extent that a civil servant may carry over up to 12 days' leave which may be taken during the next leave year.</p> <p>With effect from 1 October 2013 this allowance, which may be taken during the next leave year, will be pro rata for part time staff proportionate to the number of full days or hours worked in the week.</p> <p><i>The current full working week for a civil servant is 37 hours over 5 days. This is the basis for the pro-rata calculations.</i></p> <p><i>The proportionate allowance for part time staff should be rounded up to the nearest half day.</i></p>

For the calculation of carry over for civil servants who work non-standard working patterns advice should be sought from the Office of Human Resources, HR Advisers.

Agreed and authorised by Joint Secretaries of JNC

for GOA *A. Moffatt* Date *22/4/14* ..

for CSC *A. J. J.* Date *8/4/14*

I authorise the above amendment to be incorporated in the Civil Service regulations and to be uploaded on to the intranet.

An IOM Government All Staff notice prior to implementation is* / ~~is not~~* required (please delete as appropriate)

Signed *[Signature]*

Head of Industrial Relations and Policy Section

Instruction for implementation:

Passed to *A. Staxby*

By *" "* Date *24/4/14*

Date regs updated *24/4/14*

Previous regulation amendment reference (if any) :	<i>13 - 011</i>
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