**What are the current annual leave allowances for civil servants?**

Annual leave allowances applying to civil servants from 1 January 2012 or the start of their annual leave year if it commences after that date, per the [Letter to Personnel Officers: Revised Annual leave Arrangements](https://hr.per.gov.ie/en/publications/letter-to-personnel-officers-january/).

**NEW/PROMOTED CIVIL SERVANTS**

Annual leave applying to all newly recruited and promoted civil servants from 14 December 2011

**General Service Grades Days per year**

|  |  |
| --- | --- |
| **General Service Grades** | **Days per year** |
| Secretary General | 30 |
| Deputy Secretary | 30 |
| Assistant Secretary | 30 |
| Principal (standard scale) | 30 |
| Assistant Principal (standard scale) | 30 |
| Administrative Officer  | 25, rising to 29 after 5 years’ service and to 30 after 10 years’ service |
| Higher Executive Officer  | 29 rising to 30 after 5 years’ service |
| Executive Officer  | 23 rising to 24 after 5 years’ service and to 25 after 10 years’ service |
| Staff Officer | 23 rising to 24 after 5 years’ service and to 25 after 10 years’ service |
| Clerical Officer | 22 rising to 23 after 5 years’ service and to 24 after 10 years’ service |
| Services Officer | 22 rising to 23 after 5 years’ service and to 24 after 10 years’ service |
| Services Attendant  | 22 rising to 23 after 5 years’ service and to 24 after 10 years’ service |
| Cleaner who works a minimum of 30 hours a week | 22, rising to 23 after 5 years’ service and to 24 after 10 years’ service  |
| Cleaner who works less than 30 hours a week but not less than 18 hours per week | a minimum of 15 days and not more than 22 days depending on hours actually worked. |