



INFORMACIONES ADMINISTRATIVAS
MEDDELELSER FRA ADMINISTRATIONEN
VERWALTUNGSMITTEILUNGEN
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HALLINNOLLISIA TIEDOTUKSIA
ADMINISTRATIVA MEDDELANDEN

Spécial COMMISSION
TOUS LIEUX D'AFFECTATION

REFERENDUM IN IRELAND **FRIDAY, 24 NOVEMBER 1995**

REMINDER OF THE RULES RELATING TO THE GRANTING OF SPECIAL LEAVE AND TRAVELLING TIME FOR ELECTIONS

One day's special leave and travelling time will be granted to Irish officials and other staff members who travel to Ireland for the referendum.

Entitlement to travelling time depends on the distance between the place of employment and the place of voting calculated as follows:

Distance to be travelled	Travelling time
from 0 to 601 km	1.5 days
from 901 to 1400 km	2 days.

Special leave and travelling time are granted only on production of a document proving that the person applying actually voted.

Travelling time will be divided in two, half being added to the beginning of absence from work (outward journey), the remainder at the end (return journey). If absence on special leave is preceded and followed by a short period of annual leave, travelling time (outward and/or return journeys) will be added to the beginning and end of the combined absence. Moreover, if the total absence (including travelling time) is preceded and/or followed by a weekend, it will be assumed that the journey (outward and/or return) was made over the weekend, unless evidence to the contrary is produced by the person concerned.

If special leave is preceded or followed by a period of annual leave of 10 days or more, only half the travelling time normally allowed in connection with special leave will be granted.