

From: [REDACTED]
To: [REDACTED]
Cc: [Fleetham, Joan](#)
Subject: RE: CM: Treatment of absence for paid work of civil servants carrying out duties at elections
Date: 25 April 2025 14:04:54
Attachments: [image001.png](#)

CAUTION – This email has been received from outside the NICS network. If you have any concerns, please report for investigation.

Hi [REDACTED]
I've removed inaccurate email addresses from the reply and included guidance below that was issued on our intranet at the last general election that I hope is helpful.

Local authorities are asking SG colleagues to help deliver the UK Parliamentary general election on 4 July, including staffing polling places and at counts.

If you are interested, please email your name, home address (including postcode), email and phone number to the Elections Team, who will pass your details to the relevant Returning Officer. Training will be provided.

There are two ways to work at the election during your normal working hours:

- <!--[if !supportLists]-->• <!--[endif]-->use volunteering leave and not receive any remuneration from Returning Officers (full or half days, to cover the time you would otherwise have been at work); or
- <!--[if !supportLists]-->• <!--[endif]-->use unpaid special leave and accept remuneration from Returning Officers for the full period you volunteer

You must first seek permission from your line manager and record any absence on eHR.

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 25 April 2025 13:13
To: [REDACTED]
Cc: Fleetham, Joan <[REDACTED]>
Subject: FW: CM: Treatment of absence for paid work of civil servants carrying out duties at elections

Further to my email below- the NICS HR Policy Director is due to meet with the Chief Electoral Officer for N Ireland shortly and it would be very useful to have sight of any

information around how this issue is dealt with in relation to employees of the Scottish Government.

I am on leave next week so grateful if any response could be forwarded to Joan Fleetham- (see CC above) Head of Employee Relations Policy Branch.

Very much appreciate your help with this

Regards

██████

From: ██████████

Sent: 17 April 2025 14:45

To: ██████████ ██████████ ██████████ ██████████

██████████ ██████████ ██████████ ██████████

Subject: CM: Treatment of absence for paid work of civil servants carrying out duties at elections

Dear All

There have been some queries raised in recent years around the issue of NICS staff who take leave to carry out paid work for other NI Public Sector bodies. This relates to the specific issue of “double payment from the public purse” where a member of staff for example takes annual leave and is then paid again for the work undertaken by the secondary public body.

The Chief Electoral Officer in Northern Ireland has contacted the NICS HR Policy Director recently voicing concerns around any intention to restrict NICS employees (at any grade level) from taking secondary paid employment connected to elections – both local elections and to the NI Assembly -e.g as Polling Clerks, Presiding Officers etc. He made reference to “Democracy Days” which he advised are widely used in other jurisdictions. These are designated days when a civil servant undertakes work on election duties and where an exemption is applied in relation to the “double payment from the public purse” issue . The assertion being that the particular knowledge and lengthy experience of civil servants in election duties is essential to the smooth running of the democratic process.

We are keen to find out if this exemption is something recognised and applied in GB jurisdictions and if so how this is operated in practice. For example, is the time off spent on election duties covered by paid special leave or annual leave or are there options around this.

If you no longer deal with this work area I would be grateful if you would forward on as appropriate and advise.

I appreciate your help with this

██████

[Redacted] | HR Policy | People & Organisational Development | NI Civil
service
Bruce Street | Belfast | BT2 7 JD
Contact [Redacted]



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