



Northern Ireland

# Civil Service

People and Organisational Development  
Forbairt Daoine agus Eagraíochta

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**To: Dr David Marshall  
Chief Electoral Officer**

**From: Aisling Quinn  
Director HR Policy, People & Organisational Development**

**Date: 26 November 2025**

## REVIEW OF NICS STANDARDS OF CONDUCT POLICY

1. Following our meeting on 7 May 2025, I am writing to advise that the NICS Standards of Conduct policy (Section 6, Private Occupations) has been revised. Changes to the policy have been approved by the Finance Minister and consultation with Trade Unions is complete. The revised policy is due to be published on 1 December 2025.
2. The policy will reflect the requirement to prevent “double payment from the public purse”, however there is an exception to this rule which will allow civil servants to take annual/flexi leave to perform polling station or count duties for The Electoral Office. The relevant section of the policy is copied out below for your reference:

### ***Applying for time off to undertake paid work in another public sector post***

*6.6 From 1 December 2025, staff must apply for **unpaid leave** to allow them to undertake paid work in another public sector post. There is no entitlement to the timing of unpaid leave for the purpose of undertaking other work and any such request will be subject to business needs.*

*6.7 The exception to this rule is for staff working for The Electoral Office and performing polling station or count duty at local or general elections. On these occasions, annual and/or flexi leave may be requested for such work. A limited number of circumstances allow staff to apply for and have special paid leave approved - see [HR policy 3.08 Special Leave](#) Section 16 Reserve and Cadet Forces Training for further information.*

3. I hope this provides you with reassurance on the concerns you had raised during the policy review.



**Aisling Quinn**  
**People & Organisational Development**



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Joan Fleetham