

## **1.07 On Loan – Temporary Transfers**

This policy is about what conditions are applicable when you are temporarily transferred from one department/agency to another within the NICS.

- To find out what conditions are applicable to short term transfers, please refer to [Section 2 Conditions Applicable to Short-term Loans \(no longer than three months\)](#)
- To find out what conditions are applicable to long term transfer, please refer to [Section 3 Conditions Applicable to Long-term Loans \(in excess of three months\)](#)

**The following terms within this policy are defined in the glossary:**

On loan

**You may also be interested in the following policies:**

1.05 Career Opportunities and Promotion, 1.06 Secondment

This policy is version 2.0

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

## **1.07 ON LOAN – TEMPORARY TRANSFERS**

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## **1.07 ON LOAN – TEMPORARY TRANSFERS**

### **1 Introduction**

**1.1** The definition of on-loan is where an individual is temporarily transferred to another Department/Agency of the Northern Ireland Civil Service (NICS). Throughout the rest of the section, NICS should be taken to include all Northern Ireland (NI) Departments/Agencies and the Northern Ireland Office (NIO).

**1.2** These may be either short or long-term loans. Normally any loan exceeding three months will be regarded as long-term with the duration to be agreed between the Departments/Agencies concerned. Loan arrangements should be discussed with all parties (in other words, the individual, parent Department/Agency and borrowing Department/Agency) as appropriate. A borrowing Department/Agency should not make a direct approach to you if you are in another Department/Agency. It will be the responsibility of the Personnel/Establishment Officer in the parent Department/Agency to agree with the borrowing Department/Agency's Personnel/Establishment Officer which arrangements are appropriate in any particular case and having ensured that you have a satisfactory record of conduct, performance and attendance.

### **2 Conditions Applicable to Short-term Loans (no longer than three months)**

**2.1** The following should be used as a guide:

- a.** Your personal file and attendance records will be retained by your parent Department/Agency.
- b.** Pay and any allowances which you should retain on transfer, for example proficiency allowances, and so on, will continue to be the responsibility of your parent Department/Agency. Subsistence allowances, overtime and travelling expenses will be the responsibility of the borrowing Department/Agency.
- c.** While the borrowing Department/Agency will be responsible for authorising annual or special leave, your parent Department/Agency will remain responsible for the recording of sick absences. The borrowing Department/Agency should pass to your parent Department/Agency details and explanations (for example medical certificates and/or self-certificates) of such absences as are required by that Department/Agency within five working days of receipt.
- d.** Promotion: as for long-term loans. See HR Handbook Section [1.05 Career Opportunities and Promotion](#).

- e. Performance Management arrangements will remain the responsibility of your parent Department/Agency and completed in line with current Performance Management procedures. As such, the Line Manager in the borrowing Department/Agency should be contacted for input as part of the process.
- f. Retirement will remain the responsibility of your parent Department/Agency. See HR Handbook Section on Leaving the Service.

### **3 Conditions Applicable to Long-term Loans (in excess of three months);**

#### **3.1** The following should be used as a guide:

- a. Your personal file, annual and sick absence records will be sent to the borrowing Department/Agency at the commencement of the period of loan and returned to your parent Department/Agency at its close.
- b. For the purposes of pay, allowances and expenses you should be treated as though you have been permanently transferred to the borrowing Department/Agency.
- c. The borrowing Department/Agency will be responsible for granting and recording all annual, special and sick absence with the exception that your parent Department/Agency will be responsible for obtaining authority to pay sick pay at pension rate. If you are on loan and going on to pension rate of pay, you will be deemed to have returned to your parent Department/Agency the day before payment begins.
- d. Promotion - see HR Handbook section 1.05 Career Opportunities and Promotion relating to promotion arrangements whilst on loan.
- e. Copies of Performance Review Reports made on you while on loan in a borrowing Department/Agency should be sent to your parent Department/Agency for information.
- f. Any decision to retire you on grounds of ill-health or inefficiency should not be made without the concurrence of your parent Department/Agency, which will be responsible for submission of your application for pension. This will be in accordance with NICS policy.