



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Corporate Employee Relations Services
HR Directorate
Health Service Executive
Oak House
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Tel: 045 880449
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Memorandum

To: *AND's HR (for circulation)*
HR Managers of DATHS and Voluntary Hospitals
(for circulation)
National Payroll Manager (for circulation)

From: *Paul Byrne – Employee Relations Manager - CERS*

Cc: *CERS team.*

Date: *10th December 2013*

Re: *HRA – Employees on final point of their scale with salaries*
between €35,000 and €65,000, (incl of allowances in the nature of
pay)

Dear Colleagues,

Please find attached guidelines for the operation of Sections 2.24 and 2.25 of the Haddington Road Agreement.

These guidelines include examples applicable to the Health Service Executive, for your guidance. Please note the deductions are made from net salary, and the relevant method of calculation is set out in those examples.

Please bring the attached to the attention of those within your area, and ensure the provisions are adhered to, consistently across the service, particularly in respect of the timelines set out for collection, and with reference to the period remaining to the end of the HRA, from the date of the first deduction.

Regards

Paul Byrne
Employee Relations Manager
CERS

GUIDELINES FOR OPERATION OF SECTIONS 2.24 and 2.25 of HADDINGTON ROAD AGREEMENT.

2.24 For those currently on the final point on the incremental scale and with salaries between €35,000 and €65,000 (inclusive of allowances in the nature of pay), the following arrangements will apply, apart from those grades with an annual leave entitlement of 23 days or less, in the interests of equity:

- A total reduction of annual leave entitlement over the period of the Agreement of 6 days;
Or
- A cash deduction from salary of an equivalent amount to the value of –
 - (a) the 6 annual leave days
Or
 - (b) a half of the most recent increment,

whichever is the lesser.

2.25 For those on salaries between €35,000 and €65,000 (inclusive of allowances in the nature of pay) and who reach the maximum of the scale following a single 15 month incremental period,

- A reduction of annual leave entitlement of 3 days will apply
Or
- A cash deduction from salary of an equivalent amount to the value of –
 - (a) the 3 annual leave days
Or
 - (b) a quarter of the most recent increment,

whichever is the lesser.

For the information of public service employers and public servants, the following guidelines will apply for the operation of paragraphs 2.24 and 2.25 of the Haddington Road Agreement. In line with the Haddington Road Agreement these measures apply to those on the maximum of scale at 1 July 2013 and those who subsequently reach the maximum of scale (Paragraph A.5 below refers).

(A) PARAGRAPH 2.24

1. This provision applies only to those grades that currently have an annual leave allowance of 24 days or more per annum. For the purposes of this provision, service days are considered annual leave days.
2. The provisions of the paragraph will apply to work sharers or part time workers on a pro rata basis to their full time equivalent (FTE) comparator

3. This provision does not apply to employees who are on single point salaries.
4. In the absence of any instruction by the employee to elect for the alternative contribution methods, the default position is that the annual leave allowance for the employee concerned will be reduced.

Employees will be subject to the reduction in leave or can elect for deduction from salary. These options are mutually exclusive over the term of the agreement.

Applications to have more than 2 days of the deduction taken in any given year will be subject to approval by local management, having regard to Article 7 of the Organisation of Working Time Act in terms of an employee's minimum statutory leave entitlements.

5. Maximum Scale Provisions

For those currently on the max of scale or reaching the maximum during the course of the Agreement, the following leave deductions apply with the equivalent cash deductions. Where LSIs apply the final LSI is considered the maximum of the scale for this purpose.

- Those currently on maximum or reaching maximum in 2013 a reduction of 6 days annual leave or a cash deduction from salary of an equivalent amount to the value of 6 days or half of the most recent increment.
- Those reaching the maximum in 2014 a reduction of 4 days annual leave or a cash deduction from salary of an equivalent amount to the value of 4 days or one third of the most recent increment.
- Those reaching the maximum in 2015 a reduction of 2 days annual leave or a cash deduction from salary of an equivalent amount to the value of 2 days or one quarter of the most recent increment.

Salary Contributions

6. Contributions to be made from salary will be made from net salary in all cases (i.e. net of all statutory deductions including Tax and P.R.S.I., PRD etc).
7. Stated contributions to be made from salary represent the total contribution required under this provision for the term of the Agreement (to July 2016).
8. Contributions will be calculated (in respect of annual leave days and increments) on gross pay rates and reduced by 62%.
9. Indicative estimates are included for selected civil service grades (similar estimates might be included by relevant sectors as appropriate) at Appendix 1 attached.

Public Service employers will, where possible, provide reasonable facilities through pay roll systems to collect the cash contributions by employees in respect of this provision on an ongoing basis. In general, contributions due should be discharged within the relevant calendar year. The maximum period allowable for the discharge of these contributions is 12 months. However, in respect of contributions arising in 2013 the maximum period of up to 12 months can apply. All contributions in respect of Sections 2.24 and 2.25 of the Haddington Road Agreement are to be paid directly to the employing Department/Office.

Contributions Accounting Arrangements

10. Receipts of contributions should be accounted for by lodgement to the appropriate general ledger code as determined by the Chief Financial Officer.

(B) PARAGRAPH 2.25

11. The provisions in relation 2.24 at (A) above will apply (pro rata where appropriate) in relation to those employees encompassed by the terms of Paragraph 2.25.

				Pts on scale		1st LSI	2nd LSI
GRADE IV (CLERICAL)	1000	A	1/01/10	10	28,330 to	41,547	42,891
PHYSIOTHERAPIST	1000	A	1/01/10	12	37,743 to	50,033	
STAFF NURSE	1000	A	1/01/10	11	30,234 to	43,800	
	Annual Salary	Value of 1 Annual Leave Day	Value of 6 Annual Leave Days	Value of half of most recent increment			
Grade IV Clerical	42,891	164.40	986.37	671.68			
Physiotherapist	50,033	191.77	1150.62	485.29			
STAFF NURSE	43,800	167.88	1007.29	665.68			
	Annual Salary	Value of 1 Annual Leave Day minus 62%	Value of 6 Annual Leave Days minus 62%	Value of half of most recent increment minus 62%			
Grade IV Clerical	42,891	62.47	374.82	255.24			
Physiotherapist	50,033	72.87	437.24	184.41			
Staff Nurse	43,800	63.80	382.77	252.96			
		Calculation 1:					
			Annual Salary	÷ 5	= Value of 1 Annual Leave Day		
			52.18				
		Calculation 2:					
		Value 1 Annual Leave Day		x 38%	= Value of 1 Annual Leave Day Minus 62%		



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To: *AND's HR (for circulation)*
HR Managers of DATHS and Voluntary Hospitals
National Payroll Manager (for circulation)

From: *Paul Byrne – Employee Relations Manager - CERS*

Cc: *CERS team.*

Date: *18th December 2013*

Re: *HRA – Employees on final point of their scale with salaries between €35,000 and €65,000, (incl. of allowances in the nature of pay)*

Dear Colleagues,

Further to memo dated 10th December 2013, in relation to the operation of Sections 2.24 and 2.25 of the Haddington Road Agreement, I wish to provide further clarifications, on foot of issues raised.

- 1) The provisions do not apply to single point salary scales, e.g. Senior Staff Nurse etc
- 2) The taking of “unpaid” leave is an option, however this will be the most costly option for employees, as the deduction will be based on the gross figure for the days pay, and considered to be “Special Leave without pay”. This should be brought to the attention of any staff member considering this option.
- 3) Those opting to pay “half the most recent increment” must have the amount fully paid within 12 months of the first deduction. The “increment” being the difference between the current value of the final point and the current value of the previous point on the scale.

Regards

Paul Byrne
Employee Relations Manager
Corporate Employee Relations