



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
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**HSE HR Circular 001/2013**

**7<sup>th</sup> January 2013**

**To: Each Member of Management Team, HSE;  
Each Regional Director of Operations, HSE;  
Each Regional Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE;**

**Cc: Each CEO & HR Manager directly funded Voluntary Hospital / Agency;  
Each CEO & HR Manager Intellectual Disability Sector;**

**Re: HSE Long Term Absence Benefit Schemes Guidelines**

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Dear Colleagues

I am pleased to attach a link below to the HSE Long Term Absence Benefit Schemes Guidelines, which are available on the HSE intranet and website. These Guidelines build on the suite of HR tools available to assist in managers in the employee management aspect of their roles.

The purpose of these Guidelines is to set out the provisions pertaining to the Serious Physical Assault Schemes, Injury Grant Schemes and Pension Rate of Pay. These Guidelines also set out the procedures that should be adhered to when managing the implementation of schemes and include reference to TB and the extension of sick leave scheme, MRSA and the extension of sick leave scheme and blood borne disease. The purpose of these procedures is to ensure consistent management of the long term absence benefit schemes, together with providing clarity on the roles and responsibilities of all parties.

The Guidelines, which were agreed with the health services trade unions through the National Joint Council, should be read in conjunction with the HSE's Managing Attendance Policy and Procedure, the Rehabilitation of Employees Back to Work after Illness or Injury Policy and any other relevant HR policies and procedures.



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**All Queries to:** Individual employees who have queries in relation to the application of this Circular must contact their local Employee Relations/HR Department

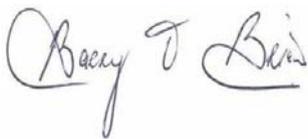
Queries from HR and Employee Relations in relation to the implementation of this Circular please contact: Corporate Employee Relations Services, HSE HR Directorate, 63-64 Adelaide Road, Dublin 2, Tel: 01-662 6966, email [info.t@hse.ie](mailto:info.t@hse.ie)

Line Managers must ensure that all employees are aware of the Guidelines and have access to a copy.

The Guidelines can be found at:

[http://www.hse.ie/eng/staff/Resources/hrppg/Long\\_Term\\_Absence\\_Benefit\\_Schemes\\_Guidelines\\_December\\_2012.html](http://www.hse.ie/eng/staff/Resources/hrppg/Long_Term_Absence_Benefit_Schemes_Guidelines_December_2012.html).

Yours sincerely



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Barry O'Brien  
National Director of Human Resources

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