



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Employee Relations Advisory & Assurance Services

Health Service Executive
63-64 Adelaide Road
Dublin 2

Telephone (01) 6626966

Fax (01) 6626977

23 October 2014

To: National Director of Human Resources, HSE
Each Assistant National Director of Human Resources, HSE
Each Employee Relations Manager, HSE Areas
Each Human Resources Manager, DATHs and Voluntary Hospitals
Each Employee Relations Manager, DATHs and Voluntary Hospitals
Each Human Resource Manager, Intellectual Disability Sector
Each Human Resource Manager, Specialist Agencies

Cc: Ms Sheila Treacy, Head of IR/HR - Health, Technology and Finance, IBEC

Re: Shorter Working Year Scheme - HSEHR Circular 018-2009

Dear Colleague,

I wish to advise that the Shorter Working Year Scheme will continue to operate in 2015. The terms and conditions of the Scheme as set out in HSE HR Circular 018-2009 will continue to apply (copy attached).

All applications should be submitted, on the appropriate application form, through the relevant line manager and subsequently to the local Human Resources Department.

The period of special leave is unpaid. However, applicants may apply for special administrative arrangements for the payment of basic salary during the period of special leave provided that application is made in writing to the local HR Department **no later than 28th November** of the year previous to the year in which the special leave is to be taken.

The operation of the Scheme is subject to the operating requirements of the Organisation not being adversely affected.

Yours sincerely

Norah Mason
Assistant National Director of Human Resources
Employee Relations Advisory & Assurance Services