



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Oifig an Stiúrthóra 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
Dr. Steevens' Hospital
Dublin 8

All Queries to
Info.t@hse.ie
Tel: (01) 662-6966

HSE HR Circular 006/2014

12th June 2014

To: Each Member of the Directorate & Leadership Team, HSE;
Each Regional Director of Performance & Integration, HSE;
Each Assistant National Director of Human Resources, HSE;
Each Employee Relations Manager, HSE;

Re: **Standardisation of Annual Leave Arrangements in the Public Health Sector - New Entrants and Promotees**

HSE HR Circular 11/2012 set out the revised annual leave arrangements for existing staff in the health service as a result of the announcement of the Department of Public Expenditure and Reform on the standardisation of annual leave and related leave allowances in the public sector. The circular stated that arrangements for new entrants / new beneficiaries (employees who are promoted) would follow by way of a separate circular.

The DPER Standardised Annual Leave Agreement provided that new recruits and promoted staff should be placed on the standardised band of annual leave for their sector or organisation which range from a minimum of 22 days to a maximum of 30 days.

The following annual leave arrangements apply to new entrants and staff promoted in the HSE on or after 1 April 2012:

1. Privilege / closure days were abolished as a result of the DPER Standardised Annual Leave Agreement. Where existing employees were in receipt of privilege days (for example at Christmas and Easter) and / or closure days (where a service / office is closed and staff are not required to work separate from the normal public / bank holiday arrangements) this leave was incorporated into the employee's annual leave allowance provided the overall ceiling was not exceeded as a result. This will apply to new entrants and promotees also so that the incorporated privilege / closure days are now subsumed as part of the standard annual leave for the grade. This is subject to the provision that annual leave levels do not exceed 30 days for new entrants / promotees.
2. New entrants and promotees to:
 - a. Clerical/Admin Grades III to VIII, and all senior managers above Grade VIII;
 - b. Basic, Senior and Manager Therapy Grades;
 - c. Basic, Senior and Manager Medical Scientist Grades;

d. Basic, Senior and Radiographer Manager Grades

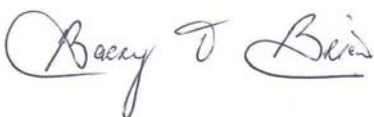
should have the annual levels as set out in HSE HR Circular 5/2009 and 5a/2009 (attached) applied, in addition to the assimilation of privilege / closure days as set out in paragraph 1 above, subject to the provision that annual leave levels do not exceed 30 days and do not fall below 22 days.

3. New entrants and promotees to grades where national agreements on annual leave are in place (i.e. nurses, NCHDs, social care workers, support staff etc) should have the nationally agreed annual leave allowances applied, subject to the provisions of paragraph 1 and the provision that annual leave levels do not exceed 30 days and do not fall below 22 days.
4. Contracts of employment / cover letters issued to new entrants and promotees should include a provision that annual leave allowances may be adjusted in line with national agreements / HR circulars.
5. Arrangements in relation to Good Friday are not comprehended by this circular and remain unchanged.
6. This agreement does not alter any pre- existing arrangements where time off in lieu arrangements may apply.
7. The arrangements with regard to immunisation days in lieu for PHN grades will continue to apply as heretofore.
8. Promoted staff will not receive compensation for any change in their annual leave arrangements on promotion.
9. On redeployment to an area / organisation where a lesser amount of annual leave applies at an equivalent level, the redeployed staff member will be subject to the annual leave entitlement in the area/organisation to where he/she has been redeployed. The compensation formula for the days lost will be calculated at 1.5 times the days lost will apply in such cases.

Queries from HR and Employee Relations in relation to this matter should be referred to Employee Relations Advisory and Assurance, HSE HR Directorate, 63/64 Adelaide Road, Dublin 2. Tel: 01 6626966; Email: info.t@hse.ie

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

Yours sincerely



Barry O'Brien
National Director of Human Resource