



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

**HSE HR Circular 018/2013**

**16<sup>th</sup> October 2013**

**To: Each Member of Leadership Team, HSE;  
Each Regional Director of Performance and Integration, HSE;  
Each Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE  
Each CEO/HR Manager directly funded Voluntary Hospital / Agency;**

**Re: Public Service Stability Agreement 2013-2016: Concession Days for Existing Employees**

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Dear Colleagues,

I refer to HR Circular 011/2012 regarding standardisation of annual leave in the public sector for existing employees. Circular 011/2012 set out that privilege/closure days (for example at Christmas and Easter) ceased to exist, for existing employees, with effect from the commencement of the 2012 annual leave year. Where employees were in receipt of such leave it was incorporated into employees' annual leave entitlements subject to an overall ceiling of 32 days' annual leave per annum. These arrangements were applied to certain grades only.

Under the Public Service Stability Agreement 2013-2016 it is agreed that the application of these arrangements apply to all grades who were in receipt of privilege/closure days (either by national or local agreement) at the commencement of the 2012 annual leave year.

The provisions in HR Circular 011/2012 in relation to employees with an annual leave entitlement of less than 22 days (paragraph 5), local leave arrangements (ie the abolition of festival/race days etc) (paragraph 6) and arrangements for Good Friday (paragraph 7) continue to apply.

The arrangements with regard to immunisation days in lieu for PHN grades will continue to apply as heretofore.

The implementation of the arrangements set out above are backdated to the commencement of the 2012 annual leave year.



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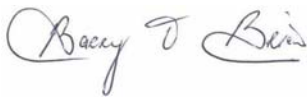
**All Queries to:** Individual employees who have queries in relation to the application of this Circular must contact their local Employee Relations/HR Department

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)

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Yours sincerely,



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**Barry O'Brien**  
**National Director of Human Resources**

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