



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 001/2015

13th February 2015

**To: Each Member of the Directorate and Leadership Team HSE
Each Hospital Group CEO
Each Chief Officer, CHO
Each Assistant National Director, HR**

From: Ian Tegerdine, Interim National Director of Human Resources

Date: 13th February 2015

Re: Post Recruitment Release Arrangements

Dear Colleagues,

Senior management have identified difficulty staffing services arising from constraints releasing staff from their current role when they apply for a different position.

With immediate effect, HSE employers should release employees in line with their normal contractual notice where they have been successful in appointment to a different post. In all cases employees must be facilitated to start work in their new post **four weeks** from the date of job offer.

Should exceptional circumstances arise e.g. a large number of staff leaving a particular unit at the same time or consideration of clinical risk, the four week period can be extended by approval at National Director level following agreement between the Hospital Group CEO / Community Healthcare Organisation Chief Officer responsible for the employees current post and the employees future post.

Please ensure that these arrangements are implemented within your area of responsibility.

Yours sincerely,

Ian Tegerdine
National Director of Human Resources