



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Oifig an Stiúrtóra 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:

Queries from HR and Employee Relations in relation to the implementation of this Circular should be referred to: Corporate Employee Relations Services, HSE HR Directorate, 63/64 Adelaide Road, Dublin 2.

Tel: (01) 6626966; Email: info@hse.ie

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

HSE HR Circular 016/2012

02 August 2012

**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
Each CEO HR Manager, directly funded Voluntary Hospital / Section 38 Agency
Each CEO & HR Manager, Intellectual Disability Sector
Each CEO & HR Manager, Specialist Agencies**

Re: Compassionate leave in the Health Service

Dear Colleague

The provisions governing the granting of compassionate leave to health service employees as set out in Department of Health Circular s146/72 have been amended to ensure compliance with section 3 of the **Civil Partnership and Certain Rights and Obligations of Cohabitants Act**

2010. This Circular supersedes all previous circulars and local arrangements governing such leave with immediate effect.

1. The provisions regarding special leave with pay which may be granted to an employee in the event of the death of a relative are up to a limit of:
 - (a) Five working days in the case of a spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency, including same sex partners;
 - (b) Three working days in the case of other immediate relatives as follows: father, mother, brother, sister, father-in-law, mother-in-law.
2. In exceptional circumstances (e.g. where the employee concerned has lived in the same house as the deceased or has to take charge of funeral arrangements), an employee may be granted up to three working days' special leave on the death of a more distant relative.
3. In a case where an employee has to travel abroad to make funeral arrangements in respect of a relative specified in paragraph 1, special leave with pay in excess of the limits prescribed above may be granted at the discretion of the employer.
4. Compassionate leave is granted only at the time of the bereavement to facilitate the employee with time off from work and cannot be granted retrospectively where it occurs during days when an employee is not normally scheduled to work.

Please bring this Circular to the attention of all relevant staff within your area of responsibility.

Yours sincerely



Barry O'Brien

National Director of Human Resources