

27-APR-2001 12:31 FROM

TO 6626977

P.03

Department of Health

Hawkins House, Dublin 2



An Roinn Sláinte

The Health Service Executive

TEL 01-7777777

TELEX 24504

REF 5146/11

31 Marta, 1981.

Chief Executive Officer
Each Health Board
Secretary/Manager, Each Voluntary Hospital

Re: Facilities for non full-time representatives
of staff associations/unions.

A Chara,

1. I am directed by the Minister for Health to say that he has had under review the arrangements relating to the facilities which are available to non full-time representatives of staff association/unions.
2. I am to convey approval for the application of the following arrangements in respect of recognised staff associations and unions.

Special leave for meetings, conferences etc.

3. (1) Paragraph 7 of the Local Authority and Health Services Conciliation and Arbitration Scheme deals with the grant of special leave with pay for the purposes of the scheme and it provides as follows.

"Staff Side representatives may be allowed leave with pay:

(a) to attend, as members or officers, meetings of the Council (The National Joint Council) or any committee set up by such Council, or

(b) to act as members of or appear as witnesses or advocates before the Arbitration Board."

(2) In respect of staff not covered by the Conciliation and Arbitration Scheme facilities similar to those outlined in paragraph 3 (1) may be granted to non full-time representatives of recognised staff association and unions for the purpose of negotiations.
4. Within limits as indicated special leave with pay may be granted as necessary for attendance at the conferences/meetings listed below to non full-time representatives of staff associations/unions who are duly authorised in respect of the conference/meeting in question.

Association/Union meetings

Annual delegate conferences - the limit is two days a year
Special delegate conferences - the limit is one day a year
Executive meetings (excluding branch executive/committee meetings) - the limit is twenty days a year.

Conferences of the Irish Congress of Trade Unions

Annual conferences and special delegate conferences
- no limit applies.

5. The grant of special leave under paragraph 3 or 4 above, which will apply also to the time necessarily spent travelling to and from the meeting in question, is subject to the chief executive officer or hospital authority being prepared to release the member of staff concerned for the period in question having regard, for instance, to the exigencies of the service being provided. The grant of special leave under paragraph 4 is subject to the following additional condition:-

Submission to his/her chief executive officer or hospital authority by the member of staff in question of a written application for the leave, giving details of the purpose for which the leave is sought and other relevant information, at least two weeks (save in exceptional circumstances) before the date on which the leave is due to commence.

6. Any enquiries concerning this letter should be addressed to Miss Frances Fletcher, Personnel Unit, Department of Health (tel. 714711 ext 94.)

Mise le meas,

Michael

Personnel Unit.