



Stiúrtóra Náisiúnta,  
Acmhainní Daonna

Feidhmeannacht na Seirbhísí  
Sláinte Ospidéal Dr. Steevens',  
Baile Átha Cliath 8, D08 W2A8

National Director  
Human Resources

Health Service Executive,  
Dr Steevens' Hospital,  
Dublin 8, 08 W2A8

[www.hse.ie](http://www.hse.ie)  
[@hselive](mailto:@hselive)

t 01 635 2319  
e [nationalhr@hse.ie](mailto:nationalhr@hse.ie)

**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHOs  
Each Head of HR CHOs  
Head of HR, PCRS  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

**From:** Anne Marie Hoey, National Director of Human Resources

**Date:** 26<sup>th</sup> January 2022

**Subject:** HR Circular 002/2022 - HSE Right to Disconnect Policy for Public Health Service Employees

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Dear Colleagues

Please find attached a copy of the *HSE Right to Disconnect Policy for Public Health Service Employees* which applies to all public health service employees in the HSE and Section 38 organisations. This Policy has been produced in accordance with the WRC's *Code of Practice for Employers and Employees on the Right to Disconnect*. The objective of this Policy is to highlight that all employees have a right to disconnect from work outside of their normal working hours and to set out the rights and obligations of employers and employees in this regard. Employers/health service management should engage with their employees and their unions/staff associations on the implementation of the Policy at local level and identify actions that may be required within their area of responsibility to ensure compliance with the objectives of the Policy.

As stated in the WRC's Code of Practice, occasional legitimate situations can arise when it is necessary to contact employees outside of their normal working hours, including but not limited to ascertaining availability for rosters to fill in at short notice, where unforeseen circumstances may arise, where an emergency may arise, and/or



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where business and operational reasons require contact outside of the employee's normal working hours. However, this must not be a frequent occurrence and steps should be taken by management to address the substantive issue if there is a frequent occurrence. The Policy provides that if employees are being contacted outside of their normal working hours on a frequent basis the matter should be escalated to an appropriate level of management to address the underlying issues. Please note that health service managers should also be proactive and review local work practices that may adversely affect employees' right to disconnect so that appropriate action can be taken.

### **Queries**

Queries from individual employees or managers should be referred to local HR/Employee Relations Departments. Please note that the National HR Employee Helpdesk is also available to take queries from employees Tel: 1800 444 925 Email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie) .

Queries from HR/Employee Relations Departments may be referred to Anna Killilea, National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966 Email: [anna.killilea@hse.ie](mailto:anna.killilea@hse.ie)

Yours sincerely

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**Anne Marie Hoey**  
**National Director, Human Resources**