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Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

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

**Date:** 2<sup>nd</sup> February 2024

**Subject:** HR Circular 002/2024: (i) *Introduction of Domestic Violence Paid Leave*  
(ii) *HSE Policy on Domestic Violence for Public Health Service Employees*  
(iii) *Strengthening Understanding & Awareness - An information resource for the Public Health Service*

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Dear Colleagues

Please find attached a copy of the *HSE Policy on Domestic Violence for Public Health Service Employees* and *Strengthening Understanding and Awareness - An information resource for the Public Health Service*.

The Policy on Domestic Violence applies to all employees in the HSE and Section 38 organisations. It aims to support employee health and wellbeing in a safe and secure working environment and promote a workplace culture that does not tolerate domestic violence or the attitudes which underpin it. It outlines the internal and external supports

available to employees who have been or are being subjected to domestic violence, or where the employee is supporting a family member or other person with whom they have a close relationship.

The 'Strengthening Understanding and Awareness' guide helps managers and staff better understand the impact of domestic violence on employees, and how they can support and signpost to specialist support organisations.

### **Training**

The *HSE Domestic, Sexual and Gender Based Violence (DSGBV) Training Module 1 – Awareness* is now live on HSE LanD. This eLearning module is aimed at all public health service employees and provides information about DSGBV in all its forms, its prevalence and impacts on specific communities. You can access the module here – **[HSE Domestic, Sexual and Gender Based Violence \(DSGBV\) Training Module 1 - Awareness](#)**. You can also find it by using the “search a module” tool with the key word “DSGBV”. Modules 2, 3 and 4 will focus on recognising, responding and referring victims of DSGBV respectively.

Please refer to section 10 of the HSE Policy on Domestic Violence for further information on training.

### **Domestic Violence Paid Leave**

Please find attached a copy of Department of Health Circular 13/2023 *Introduction of Domestic Violence Paid Leave*. **The effective date of this Circular is 29 September 2023.** This Circular gives effect to the introduction of Domestic Violence Paid Leave for all employees in the public health sector as provided for in section 7 of the Work life Balance and Miscellaneous Provisions Act 2023.

Public health service employees are now entitled to leave with pay (including fixed allowances and premia where applicable), referred to as ‘domestic violence leave’. Employees who meet the eligibility criteria may avail of up to a **maximum of 5 days in any period of 12 consecutive months** and this can be taken as individual days or a block/blocks of days. An absence for part of a day is counted as one day for the purposes of domestic violence leave.

This leave can be availed of by an employee or an employee who is supporting a ‘relevant person’ who has experienced in the past or is currently experiencing domestic violence. The Department of Health Circular sets out the definition of ‘a relevant person’. The Circular also sets out the reasons for which leave may be taken.

An employee who takes domestic violence leave should, as soon as reasonably practicable thereafter, confirm that they have taken such leave and the dates on which it was taken.

### **HSE HR & Payroll Self-Service Sites**

For HSE areas where HR & Payroll Self-Service is currently implemented, Domestic Violence Leave requests can be entered by employees using the **Special Leave with Pay** leave type and selecting the Domestic Violence Leave checkbox. Employees should then submit the request to their line manager for approval.

### **Other HSE Sites**

Employees in all other HSE sites should seek approval directly from their line manager.

### **Section 38 organisations**

Section 38 employers are required to put their own arrangements in place to enable employees to apply for domestic violence paid leave.

Please ensure that this Circular and related documents are brought to the attention of all relevant managers and staff in your area of responsibility.

### **Queries**

Queries from individual employees or managers in relation to these arrangements should be referred to local HR/Employee Relations Departments. Please note that the National HR Help Desk is also available for staff queries on 1800 444 925 or [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Queries from HR Departments and Employee Relations Departments on the contents of this Circular may be referred to Anna Killilea, National Employee Relations (NER), 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**  
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