To: **Chief Executive Officer**
              Each Regional Executive Officer
              Each National Director
              Each Assistant National Director HR
              Each Assistant Chief Finance Officer
              Each Regional Director of People
              Each Regional Director of Finance
              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
              Head of HR, PCRS
              Director National Ambulance Service

              From: Anne Marie Hoey, Chief People Officer

Date: **12th January 2026**

Subject: **HR Circular 002/2026 - Rest Provisions under the Organisation of Working Time Act 1997**

Dear Colleagues,

Please find attached a copy of guidelines on compliance with rest provisions and maximum weekly working hours under the Organisation of Working Time Act 1997. Please read this document in conjunction with the HSE Right to Disconnect Policy here.

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

<u>Queries</u>

Queries from individual employees and managers should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Help Desk is also available to take queries on 1800 444 925 or email: ask.hr@hse.ie.

Queries from HR Departments on the contents of this Circular may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966, Email: info.t@hse.ie.

Yours sincerely

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Anne Marie Hoey
Chief People Officer