



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
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**To:** Each Member of the HSE Leadership Team  
Each Chief Officer, CHO  
Each Head of HR, CHO  
Each CEO, Hospital Groups  
Each Hospital Group HR Partners  
Each CEO, Section 38 Agency  
Each Employee Relations Manager  
HR Senior Staff

**From:** Rosarii Mannion, National Director Human Resources

**Date:** 20th June, 2017

**Re:** HR Circular 014/2017 re Pilot Pre-Retirement Initiative for Nurses / Midwives

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Dear Colleagues,

The Nurse/Midwifery Agreement dated 8<sup>th</sup> February 2017 set out proposals in relation to recruitment and retention initiatives. The Addendum dated 4<sup>th</sup> March 2017, that supplements and is part of the Agreement, provides for a Pilot Pre-Retirement Initiative that is being given effect through this Circular. In accordance with the Agreement, the Pilot Pre-Retirement Initiative is to operate on the following basis:

- The Initiative (scheme) will come into operation on 1<sup>st</sup> July 2017 and will be operated on a pilot basis for two years, following which an evaluation will be conducted to establish the effectiveness of the intervention as a retention mechanism. With the benefit of this evaluation, a decision will be taken on the continuation of the initiative.
- Eligibility will be confined to nurses and midwives aged 55 and over at the date of the commencement of pre-retirement job-sharing who have a minimum of 20 years' full-time reckonable service for pension purposes under the relevant superannuation schemes, do not have enhanced superannuation benefits under the Mental Treatment Act 1945 and have a contractual retirement age of 65 years. Nurses and Midwives up to Clinical Nurse/Midwife Manager 2 (or equivalent) and basic grade Public Health Nurses will be eligible for the scheme.

- The pilot initiative will be limited to a maximum of 250 employees in each of the two years of the pilot phase, following which it shall be reviewed.

Numbers have been allocated to Hospital Groups as follows:

<b>Hospital Groups</b>	<b>Allocation</b>
Children's Hospital	10
Dublin Midlands Group	30
Ireland East Hospitals	30
RCSI Hospitals	25
Saolta Healthcare Hospitals	25
South/South West Hospitals	30
University Limerick Hospitals	10

Numbers have been allocated to Community Health Organisations as follows:

<b>Community Health Organisation (CHO)</b>	<b>Allocation</b>
CHO 1	10
CHO 2	10
CHO 3	10
CHO 4	10
CHO 5	10
CHO 6	10
CHO 7	10
CHO 8	10
CHO 9	10

Applications from nurses for approval to participate in this scheme should be submitted to the relevant Director of Nursing as follows:

- The Group Director of Nursing & Midwifery – Acute Hospitals applications
- Director of Public Health Nursing – public health nursing applications
- Director of Nursing for the service/employer – all other applications

It is a matter for each Group Director of Nursing / Director of Nursing (as appropriate) to determine the breakdown of the above annual allocations at local level. Where the number of eligible applicants exceeds the quota allocated, the Group Director of Nursing / Director of Nursing may give priority based on an applicant's total length of nursing service. Any nurse aggrieved by a decision not to grant approval to participate in the scheme may seek a review of the decision in accordance with their employer's Grievance Procedure.

- Nurses and Midwives who opt for the scheme must retire upon completion of the job-sharing period and not later than attaining age 65.
- Under the scheme Nurses / Midwives in full time (1.0 WTE) permanent positions aged 55 or over may apply to work on a 0.5 WTE job-sharing basis for a maximum of 5 years prior to retirement or such lesser period as may apply until they reach age 65, with the 5 years in question, or other lesser period, to reckon as full-time service for superannuation purposes. Superannuation benefits will then be calculated based on actual service plus a maximum of 2.5 years in respect of the pre-retirement job-sharing period, subject to over-all maximum of 40 years' service in one or more of the pre-existing public service pension schemes.
- If in exceptional circumstances, a nurse who has opted for the pre-retirement initiative were to subsequently apply to return to full-time employment the service given during the pre-retirement period would be counted as actual service **without addition**.
- Following written confirmation that a nurse has been granted approval to participate in the scheme, the relevant HR / Pensions Department must be notified that the nurse is availing of the pre-retirement scheme and provided with a copy of the relevant documentation. This written documentation is required for superannuation purposes so that the employee's participation in the pre-retirement scheme can be verified at the time of retirement and the service credit for the job-sharing period can be correctly applied in such cases. If no written record confirming formal approval for the employee to participate in this scheme is provided in the employee's file, the employee in question will not be granted the enhanced superannuation arrangements under this scheme.
- The commencement date of this Initiative is 1<sup>st</sup> July 2017.
- Applications can be submitted on an on-going basis to the relevant Group Director of Nursing / Director of Nursing.

#### Queries

Queries on this Circular may be referred to [john.delamere@hse.ie](mailto:john.delamere@hse.ie) . The operational details of the scheme will be reviewed at the end of the first year.

Yours sincerely,



**Rosarii Mannion**  
National Director of Human Resources