



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

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

Office of the National Director of Human Resources

Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

Tel: 01 6352319 Email: nationalhr@hse.ie

**To:** Each Member of the Directorate and Leadership Team  
Each Assistant National Director HR  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each CHO HR Manager  
Each Employee Relations Manager  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery

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

17<sup>th</sup> April, 2018

**Re:** HR Circular 014/2018 re Public Service Sick Leave Scheme Changes to the Critical Illness Protocol (CIP) provisions from 31st March 2018

Dear Colleagues,

Please find enclosed a copy of Department of Health Circular 4/2018 (**Appendix A**) in relation to certain changes to the Critical Illness Protocol (CIP). These changes were agreed as part of the current review of the operation of the public service sick leave scheme which is being conducted by the Department of Public Expenditure and Reform in consultation with the Public Service Unions. These changes are to take effect from 31st March 2018.

In accordance with Section 2.3 of the Department of Health Circular, the attached **Management Discretion Guidelines (Appendix B)** have been customised for the public health service and should be read in conjunction with this Circular.

In addition, a **Frequently Asked Questions (FAQ)** guidance document which outlines the changes in question format is attached (**Appendix C**).

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

Further information in relation to the sick leave scheme and related documents can be accessed from the HSE website at this link: <https://www.hse.ie/eng/staff/benefitservices/timeoff/sick-leave.html>

#### Queries

Queries from employees regarding the CIP changes outlined in the Circular and sick leave queries in general should be addressed by local management or the local HR Department. Queries from health service managers in relation to the contents of this Circular should be referred to the relevant Employee Relations / HR Department in the first instance.

A webinar will be scheduled to take colleagues through the detail of the circular and address any queries arising.



Seirbhís Sláinte | Building a  
Níos Fearr | Better Health  
á Forbairt | Service

“To view the Health Services People Strategy 2015-2018, please click [here](#).”

Following the webinar any queries from HR Departments on the contents of this circular may be referred to Mary Ruane, HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: [mary.ruane@hse.ie](mailto:mary.ruane@hse.ie).

Please also note that the National HR Help Desk is available to take queries on 1850 444 925 or [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Yours sincerely,



**Rosarii Mannion,**  
**National Director of Human Resources.**