



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: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officers
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO Heads of HR
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

From: Anne Marie Hoey, National Director Human Resources

Date: 6th April 2020

Re: HR Circular 024/2020: Employment Permits System Contingency Arrangements

Dear Colleagues

The Department of Business, Enterprise and Innovation (DBEI) has implemented a contingency plan to ensure that the Employment Permits system will continue to operate in all scenarios during the COVID-19 crisis. Please find attached a copy of the Information Note produced by DBEI on **COVID-19 – Employment Permits System Contingency Arrangements**. This Information Note is also available from the Department's website [view here](#).

The DBEI has been prioritising the processing of employment permit applications for medical personnel and has advised that these applications will continue to be prioritised.

With effect from 30th March, the DBEI has implemented remote working arrangements for Employment Permits Unit staff and has adjusted its operations. The main elements of its Contingency Plan include the following:

1. Electronic (PDF) copy of permit will issue by e-mail;
2. Employment Permits Section will facilitate the changing of start dates to applications that have been received but are yet to be processed;
3. 100% refund if applications are withdrawn, before they are processed, if withdrawal is as a result of the COVID-19 crisis;
4. Applications for Stamp 4 Letters of Support can be submitted electronically;
5. Applications for reviews of employment permit decisions can be submitted electronically;
6. Applications and renewals for Trusted Partner Status will be accepted electronically and do not require a hard copy to be submitted within 10 days;
7. In the case of employment permit holders who wish to renew their permit, the current arrangements, whereby an application for renewal can be submitted up to four months in advance of the employment permit expiry date and up to one month after the employment permit has expired, will continue. In general, the immigration permission of an employment permit holder is linked to their employment permit permission, with the immigration permission expiring upon the expiration of an employment permit. The Department has advised that an employment permit holder may continue to work whilst their renewal application permit is being processed and in such instances no person will be asked to cease work or to leave the country, where the employment permit has expired. When an employment permit has issued, the permit holder may apply to the Department of Justice & Equality to update their immigration permission.

On 21st March 2020, Immigration Service Delivery, Department of Justice and Equality announced that, as part of the combined efforts to tackle COVID-19, it was temporarily ceasing the processing of new visa applications. The Department of Justice will continue to process certain priority/emergency cases including Emergency visa (e.g. Healthcare professionals, health researchers, and elderly care professionals) and other categories www.inis.gov.ie

In the case of employment permit applications from a visa required country, the employer and prospective employee will be contacted to establish if they wish to proceed with the applications. The Department has advised that it can continue to hold the application in the processing queue, change the employment start date or facilitate a withdrawal of the application with a full refund of the application fee.

The Department of Justice and Equality has advised that, in light of the uncertainties caused by COVID-19, immigration permissions that are due to expire from 20th March 2020 to 20th May 2020 are automatically renewed by the Minister for Justice and Equality for a period of 2 months. The renewal of permission is on the same basis as the existing permission and the same conditions will apply. Further information on this announcement is available at www.inis.gov.ie and the Department of Justice and Equality has produced a [Frequently Asked Questions document](#). In tandem with this measure, DBEI has advised that if there are delays in processing employment permit renewal applications and Stamp 4 letters of support, employment permit holders may continue to live and work under the same terms and conditions of their existing permission.

Please ensure that this Circular and the attached Information Note are brought to the attention of managers within your area of responsibility and updated information is disseminated to all relevant employees (including those who are absent from work on any type of leave).

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments.

Queries from HR Departments on this Circular may be referred to Anna Killilea, Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: anna.killilea@hse.ie

Queries from Medical Manpower Departments on this Circular that relate to medical personnel may be referred to Barbara Whiston, Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: barbara.whiston@hse.ie

Yours sincerely,



Anne Marie Hoey
National Director Human Resources



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus