



Stiúrthóra Náisiúnta,
Acmhainní Daonna

Feidhmeannacht na Seirbhísí
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To:

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- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHOs**
- Each Head of HR CHOs**
- Head of HR, PCRS**
- 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**
- Director National Ambulance Service**

From: Anne Marie Hoey, National Director of Human Resources

Date: 26th October 2023

Subject: HR Circular 025/2023: Sanction for Scheme of Paid Leave for Public Health Service Employees Unfit for Work Post-COVID-19 Infection until 31 March 2024

Dear Colleagues

I refer to the *Temporary Scheme of Paid Leave for Public Health Service Employees Unfit for Work post COVID-19 Infection* as set out in HSE HR Circular 22/2022 [here](#).

I wish to advise that the Department of Public Expenditure and Reform (DPER) has conveyed sanction for an extension to this scheme from 1 November 2023 until **31 March 2024**. This five-month extension is sanctioned on a once-off basis only. The extension only applies to those employees who are currently availing of the scheme, and excludes any new applications.

The sanction is on the basis of the Second Special Extension of the scheme i.e. that the extension will provide for basic pay and fixed allowances for the period 1 November

2023 to 31 March 2024. Unsocial hours premium payments will **not** apply during this period.

Please note that the following sections of HSE HR Circular 22/2022 will continue to apply during the four-month extension:

- Section 4 – Conditions of the Scheme
- Section 5 – Recording and Reporting Requirements

Please ensure that this Circular is brought to the attention of managers and relevant staff within your area of responsibility. Arrangements should be made to notify the eligible employees of the five-month extension to the scheme as soon as possible

Queries

Queries from individual employees or managers should be referred to local HR/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1800 444 925 Email: Ask.HR@hse.ie

Queries from HR/Employee Relations Departments on 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



Anne Marie Hoey
National Director of Human Resources