



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Oifig an Stúirthóra Náisiúnta, Acmhainní Daonna
Feidhmeannacht na Seirbhíse Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

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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 HR Manager
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: 30th September, 2019

Subject: HR Circular 028/2019 re Public Holidays - Christmas and New Year 2019/2020

Dear Colleagues,

This year the public holidays for Christmas and the New Year period 2019 / 2020 will occur on the following days:

Wednesday 25 December 2019, Thursday 26 December 2019 and Wednesday 1 January 2020.

The granting of public holiday entitlements to staff in respect of the above days should be in accordance with the normal arrangements that apply within those services/settings to which they are assigned. Managers are responsible for determining the appropriate public holiday arrangements to apply within their area of responsibility having regard to the nature and exigencies of the service.

Line managers should ensure that the required staffing levels and rostering arrangements are maintained throughout this period in accordance with service requirements. Line managers may facilitate individual requests for annual leave, subject to service exigencies, and provided appropriate staffing levels have been confirmed.

Queries

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

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

Yours sincerely,

Anne Marie Hoey
National Director of Human Resources