



Oifig an Stiúrthóra 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

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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 CEO/HR Manager Voluntary Hospitals**
- Each Chief Officer CHO**
- Each Head of HR CHO**
- Each Employee Relations Manager**

13th December 2019

Re: HR Circular 034/2019: Standardisation of Annual Leave Health and Social Care Professionals

Dear Colleagues,

The original Public Service Agreement referred to the need for standardisation of annual leave across the sector, and this agenda was embedded in subsequent agreements. In 2009, the annual leave of the majority of health grades was standardised and set out in Circular 005/2009 and 005A/2009. HR Circulars 11/2012, 018/2013 and 06/2014 are also referenced below.

Ongoing discussions have taken place over a number of years, both directly and under the auspices of the WRC, between the HSE, FORSA and IBEC. An agreed list of those who would be party to the claim where no previous standard applied, is included at Appendix 1.

However, all parties agree that in the context of recruitment and retention, it is imperative that we address the issue of annual leave across the HSE.

Following on from WRC conciliation on the 19th July 2018, and a subsequent amended document dated 19th January 2019, it is agreed that the grades listed at Appendix 1, will have the annual leave of Therapy grades applied to them as set out in HR Circular 05/2009. The limits are to be applied with effect from the leave year 2015/2016.



Seirbhís Sláinte
Níos Fearr
á Forbairt

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

This means that staff in post, pre April 2012, and who remained at the same grade, will have leave applied as laid out below.

Annual Leave Entitlement *	
Pre 2012 Staff	
Basic	27
Senior	29
Manager	31

**These are standard annual leave rates per these posts per HR Circular 005/2009.*

In keeping with HR Circular 011/2012 – Standardisation of Annual Leave Arrangements in the Public Health Sector – Existing Employee and following HR Circular 018/2013: Where existing employees are in receipt of privilege days (for example at Christmas and Easter) and / or closure days (where a service / office is closed and staff are not required to work separate from the normal public / bank holiday arrangements) and this has not previously been reckoned, this leave will be incorporated into the employee's annual leave allowance provided an overall ceiling of 32 is not exceeded. In line with previous circulars, where basic plus concession days brings leave over the ceiling, the compensation formula for the days lost will be calculated at 1.5 times the days lost.

Arrangements in relation to Good Friday are not comprehended by this circular and remain unchanged.

On redeployment to an area / organisation where a lesser amount of annual leave applies at an equivalent level, the redeployed staff member will be subject to the annual leave entitlement in the area/organisation to where he/she has been redeployed. The compensation formula will be calculated at 1.5 times the days lost will apply in such cases.

In line with the provisions of Circular 06/2014, those promoted or new entrants after the 1st April 2012 will have a maximum of 30 days applied.

Annual Leave Entitlement	
New Entrants/Promotees	
Basic	27
Senior	29
Manager	30

Where retrospective annual leave is owed, the first 5 days should be granted on a cost neutral, non-replacement basis by the end of the leave year 2025. All retrospective leave outstanding above 5 days, should be granted by the end of leave year 2027, on the same basis as above.

The granting of any such leave cannot be detrimental to service provision, from either a workforce or cost perspective and on a non-replacement basis.

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility including Payroll Managers.

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 the contents of this Circular may be referred to Paul Byrne, HSE Corporate Employee Relations, Oak House, Millennium Park, Naas Co. Kildare. Tel: 045 880400, Email: paulj.byrne@hse.ie

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

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources.

APPENDIX 1

Grade
Analytical Chemist (with Branch E Cert)
Cardiac Catheterisation Physiologist
Cardiac Catheterisation Physiologist Senior
Counsellor (ACTS)
Dosimetrist Basic
Dosimetrist Senior
Neuro-Physiologist
Perfusionist
Pharmaceutical Technician
Pharmaceutical Technician Senior
Respiratory Physiologist
Respiratory Physiologist Senior
Physiologist
Pharmacist Basic
Pharmacist Senior
Pharmacist Principal
Clinical Engineering Technician Basic
Clinical Engineering Technician Senior
Clinical Engineering Technician Principal
Clinical Engineering Technician Chief
Play Therapist
Biochemists
Environmental Health Officers
Physicist
Physicist Senior
Physicist Principal
Physicist Chief