



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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

Office of the National Director of Human Resources
Health Service Executive
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HSE HR Circular 007/2011

17th November, 2011.

**To: Each Member of Management Team, HSE;
Each Regional Director of Operations, HSE;
Each Regional Assistant National Director of Human Resources, HSE;
Each Employee Relations Manager, HSE;
Each CEO, directly funded Voluntary Hospital / Agency;
Each HR Manager, directly funded Voluntary Hospital / Agency.**

**Re: Application of Special Leave with Pay on Marriage Leave – Civil Partnership and
Certain Rights and Obligations of Cohabitants Act 2010.**

I refer to previous Department of Health Circulars in relation to special leave with pay on the occasion of marriage (s116/48 of 16th August, 1983 and 11th July 1997). These circulars provide as follows:

An employee may be allowed up to a maximum of 5 days special leave with pay on the occasion of his/her marriage provided that the amount of special leave granted for this purpose together with the annual leave allowance in respect of the leave year in which the marriage takes place does not exceed a total of 24 days, excluding any annual leave carried over from the previous year. Special leave may, however, be allowed only where the employer is satisfied that the employee intends to return to duty after marriage. An employee who fails to return to duty will be liable to forfeiture of the amount paid in respect of such leave.

In accordance with section 3 of the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010, the terms of the scheme for granting of marriage leave have now been extended to include health service employees on the occasion of civil partnership registration i.e. at the time of the civil partnership registration a maximum of 5 days paid leave may be granted subject to an overall total, between annual leave and civil partnership registration leave of 24 days.

The new arrangements are effective for the annual leave year from 1st April 2011.

Please bring this to the attention of all relevant staff. Any queries on this Circular should be referred to **Corporate Employee Relations Services, 63/64 Adelaide Road, Dublin 2; telephone 01 6626966.**

Yours sincerely,

**Séan McGrath,
National Director of Human Resources.**