



**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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## MEMO

**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 of Human Resources

**Date:** 20<sup>th</sup> December 2019

**Subject:** Memo re Clarification to HR Circular 034/2019 **Standardisation of Annual Leave Health and Social Care Professionals**

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Dear Colleagues,

HR Circular 034/2019 has its basis in HR Circular [005/2009](#) & [005a/2009](#) Standardisation of Terms and Conditions of Employment. The implicit understanding, stated here for the avoidance of doubt, is that the annual leave standardised allowance applies to those staff who have taken on the standard hours for the grade.

### 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](mailto:paulj.byrne@hse.ie)



Seirbhís Sláinte  
Níos Fearr  
á Forbairt

Building a  
Better Health  
Service

Human  
Resources  
Leaders in People Services



[www.hse.ie/changeguide](http://www.hse.ie/changeguide)

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

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



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**Anne Marie Hoey**  
**National Director of HR**



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