

16 May 2003

**To: Chief Executive Officer: Each Health Board
Each Voluntary Hospital
Each Intellectual Disability Agency
Each Specialist Agency**

Re: Release of staff for Special Olympics

Dear Sir/Madam

The Board of the HSEA acknowledges the very significant support to date of the many health agencies for the Special Olympics. It has asked me to confirm that agencies should also facilitate to the maximum possible extent the release of staff who have volunteered to assist at the Special Olympics.

We would encourage that every effort be made to accommodate requests for annual leave, roster changes, colleagues duplicating for other colleagues and any other flexibility that will enable staff to be involved in this unique and special event.

Yours sincerely,

Gerard Barry
CHIEF EXECUTIVE