

Department of Health
Hawkins House, Dublin 2



An Roinn Sláinte
Teach Naíon, Baile Átha Cliath 2

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Our Ref: 7/99/5000/06

15 March 1991

Chief Executive Officer
Each Health Board

Secretary/Manager
Each Voluntary & Joint Board Hospital

Chief Officer
Each Other Health Agency

Scheme of Special Leave with Partial Pay

A. Introduction

This circular updates the previous circulars of the 19th May, 1983 and of the 11th August, 1976 and is with effect from 1st April, 1991.

In view of the sharp increase in applications under the scheme and the diversity of objectives envisaged by applicants, it is now appropriate to clarify more fully the terms of reference of the scheme for the benefit of intending applicants and their employers.

B. General Application of the Scheme

No approvals should be made without the express prior approval of this Department. Consideration can only be given by the Department to applications which are eligible in any of the categories listed below, i.e:



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1. Eligible Personnel

Applicants must be permanent officers who are professionally qualified i.e. doctors, nurses and professions supplementary to medicine, engineers etc.

2. Sponsoring Organisation

The sponsoring organisation must be a recognised Irish/International body involved in the provision of development services, i.e.:

- 2.1 World Council, COMCARE,
- 2.2 UN, WHO, FAO, International Red Cross, Medicine Sans Frontiers, etc.
- 2.3 Semi State Agencies and subsidiaries of semi state agencies - NAMA (Middle East contracts only).
- 2.4 R.C.S.I. (Middle East Contracts only).

3. Assignment Abroad

The assignment abroad must relate to:

- 3.1 Disaster/Emergency relief work or
- 3.2 Development work in the public health service of developing countries.

4. Foreign Destination Abroad

The foreign destination abroad must be a:

- 4.1 Recognised underdeveloped country.
- 4.2 Disaster/Emergency region.
- 4.3 Developing country whose public health service is underdeveloped.



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5. Duration of Absence

- 5.1 Approval may be given to absences of one year duration only, subject to 5.2 below.
- 5.2 In the case of disaster relief, shorter terms may be considered.
- 5.3 Requests for any extensions must be submitted to the Department for sanction. See Paragraph 4 for details.

6. Alternative

Applicants not eligible for SLNMP may apply to their Personnel Departments for special leave without pay, in accordance with and subject to the terms of the Career Break Scheme (Circular 2149/59 refers).

7. Extension

- 7.1 Absence under this scheme must not exceed three years in total.
- 7.2 Further extensions may be applied for subject to the terms of the Career Break Scheme, with a limit of five years leave in all, combined between both the SLNMP and Career Break schemes.
- 7.3 Application to extend the original approved leave of absence must be made to the Department for sanction.
- 7.4 Approval may only be given to extensions of one year's duration.
- 7.5 Extensions of less than one year duration may be considered on behalf of those employed in disaster relief work.



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7.6 Applicants abroad at present on SLWAF under the terms of previous contracts may complete their current contracts.

7.7 Applications for extensions must give the relevant reference number which is quoted on the Departments letter of sanction.

8. Applications:

All applications must be submitted on the attached application form. Attention is drawn in particular to the following points:

- (i) Sanction for special leave cannot be assured
- (ii) At least six months advance notice to the Department of proposed special leave is a basic condition of the scheme.
- (iii) Failure to give such advance notice may be regarded as non-compliance with the terms of the scheme and may affect the issue of the necessary sanction
- (iv) All applications should be accompanied by proper documentation from the sponsoring organization. It should outline full details of posting, duration, location, etc.

9. Resumption

On completion of their service abroad, successful applicants will be entitled to return to an equivalent post with their employing authority.

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II. Incremental Award

Incremental award will be allowed where the duties of the foreign assignment are broadly similar in nature to the usual duties in this country. One increment will be allowed in respect of each year covered by the period of special leave, subject to a maximum of three increments.

III. Superannuation

Approved special leave with nominal pay is reckonable for superannuation purposes. The amount of nominal pay may be fixed as 11 of per week. Persons granted leave who are liable for superannuation contributions under the Local Government Superannuation Code or the Voluntary Hospitals Superannuation scheme and who would continue to be liable for such contributions during their leave of absence the contributions would be based on their pensionable remuneration immediately before the commencement of their leave of absence, subject to the addition from the effective date of any subsequent general increases (i.e. national or public sector pay agreements or wage revisions) which would have applied to them had they not been on special leave.


F. QUERIES

Any queries in regard to this circular may be addressed to the following officers:-

Ms Susan Kea Ext. 1453

Ms Caroline Whelan Ext. 2412

Yours sincerely


Brendan Furlan
Personnel Unit