



TEL. (01) 742961 EXTN.  
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REF.

16 Marta 1984

Chief Executive Officer  
Each Health Board

Secretary/Manager  
Each Voluntary and Joint Board Hospital

Chief Officer  
Each Other Health Agency

Special Leave Without Pay

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1. I am directed by the Minister for Health to state that in order to help improve the job opportunities for young people, he has decided that a more liberal attitude should be adopted towards the granting of special leave without pay to persons holding permanent appointments under health boards or other health agencies.
2. The Minister has accordingly decided that:
  - (1) applications by health staffs for special leave without pay for a period not exceeding three years should, as a general rule, be granted;
  - (2) an application for special leave should be refused only where the employing authority certifies to the Minister that the services of the person are such that release would not be in the public interest



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and that the person plays a key role in the organisation concerned;

- (3) applications for special leave should not as a rule be granted to staff who have not completed probation in their existing grade or a previous grade. This would not apply, however, to leave for study purposes, where the minimum service requirements would be one year, or to leave to cope with unusual domestic difficulties;
- (4) the minimum period of special leave without pay will be one year, except where the leave is required to cope with unusual domestic difficulties;
- (5) all employees going on special leave without pay may be replaced; permanent replacements may be made in basic grades; where an employee has been serving in a promotion grade the vacancy may be filled by a normal promotion or replacement, subject to the provision that, where there are less than three posts in the grade in question, the vacant post should not be filled in a permanent capacity and appropriate acting up arrangements should be made for the temporary filling of the post;
- (6) staff released on special leave without pay should be required to give advance notice of their return at least three months before they are due to resume duty;



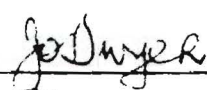
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(7) if, on return to duty, a vacancy does not exist in the grade formerly held by the employee, he/she could be offered a lower graded post (with appropriate lower pay) pending the occurrence of a vacancy in the higher grade.

3. The foregoing arrangements do not alter the existing leave provisions enabling staff to spend short terms working in overseas countries whose health services are in need of development. Under these special provisions, eligible persons may be granted special leave with nominal pay with provision to continue payment of superannuation contributions and with entitlement to appropriate incremental credit on return from overseas service. These special provisions will not apply to the other circumstances of special leave without pay covered by this circular.
4. It is requested that the above provisions should be brought to the attention of all staff. It will be necessary to furnish the Department at six monthly intervals commencing 30 September next with a return giving details of staff who have availed of the provisions and with details of the measures taken to replace them.
5. The terms of this circular will apply for a trial period ending 31 December, 1985, when the position will be reviewed.

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J. O'Dwyer  
Assistant Secretary (Personnel)