



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Employee Relations Advisory & Assurance Services
Human Resources Directorate
Health Service Executive
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01 August 2014

To: Each Assistant National Director of Human Resources, HSE
Each Employee Relations Manager, HSE
Eithne Fox, National Recruitment Services Manager,
Each Area Recruitment Manager

Re: HSE HR Circular 6/2014 - Standardisation of Annual Leave Arrangements in the
Public Health Sector for New Entrants and Promotees

Dear Colleagues

HSE HR Circular 6/2014 set out the revised annual leave arrangements for new entrants and promotees in the health service as a result of the Department of Public Expenditure and Reform / ICTU agreement on the standardisation of annual leave and related leave allowances in the public sector.

We wish to address the following queries which have arisen regarding the implementation of the circular:

1. All staff promoted in the HSE on or after 1 April 2012 are comprehended by HSE HR Circular 6/2014 and should have the terms applied included the maximum limit of 30 days annual leave. This includes employees who were in acting positions and were regularised as a result of HSE HR Circular 17/2013.
2. Section 9 of HSE HR Circular sets the arrangements for staff who are redeployed. Employees who move location within the same grade will take the annual leave allowance (inclusive of assimilated privilege days) of the receiving employer. Therefore if an employee is redeployed to an employer with less annual leave than the existing employer he/she will have his/her annual leave allowance reduced accordingly and, in the case of essential redeployments only, he/she will receive compensation for days lost. Where an employee moves from an employer with less annual leave than the receiving employer he/she will take the annual leave allowance of the receiving employer.

If you have any queries in relation to the foregoing please contact myself or my colleague Aoife O Riordan (aoife.oriordan@hse.ie).

Yours sincerely

Norah Mason
Assistant National Director of Human Resources