



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **POLICY AND PROCEDURE REGARDING LEAVE FOR ELECTED REPRESENTATIVES OF LOCAL AUTHORITIES**

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HSE Policy & Procedure regarding leave for elected representatives of local authorities  
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## Table of contents

1.0	Policy statement	4
2.0	Purpose	4
3.0	Scope	4
4.0	Key principles	4
4.1	Code of Standards and Behaviour	4
4.2	Leave	5
5.0	Procedures	5
5.1	Duration	5
5.2	Application and approval	5
5.3	Recording of leave	5
5.4	Pay and conditions	5
6.0	Circulation	5

## **1.0 Policy statement**

- 1.1 The provision of quality customer service to the public is a key objective of Government right across the public service. Local government provides for the democratic representation of local communities and local authorities are key institutions in planning and shaping our environment. Elected representatives of local authorities serve to ensure that those authorities meet their democratic mandate while ensuring impartial and effective service delivery.
- 1.2 The HSE recognises the importance of recognition of civic leadership, the representational role of councillors and the role of local government in community development, and is pleased to support employees who participate in the democratic representation of local communities. The HSE has drawn up a procedure to ensure that appropriate leave arrangements are made available to those employees elected to local authorities.
- 1.3 A range of financial supports are available to elected representatives from the local authorities that they serve, including annual expenses allowances, a representational payment, retirement gratuity, allowances for chairing committees etc.

## **2.0 Purpose**

- 2.1 This policy allows for the provision of leave, consistent with service need, for HSE employees who are elected representatives of local authorities to attend meetings and activities of those authorities.

## **3.0 Scope**

- 3.1 This policy applies to all employees who are elected representatives of local authorities.

## **4.0 Key principles of the policy**

### **4.1 Code of Standards and Behaviour**

- 4.1.1 The HSE Code of Standards and Behaviour sets out a clear framework within which HSE employees must work, that is to maintain standards in service delivery, observe appropriate behaviour at work, maintain the highest standards of probity and support the HSE.
- 4.1.2 Under section 3(b) of the Code it is each employee's responsibility to carry out his/her duties in a party political neutral manner. Public political activities should not, under any circumstances, be undertaken during HSE working hours by any employee.
- 4.1.3 Employees are expected to comply with the Code at all times. Breaches of the Code constitute a breach of terms of employment and may result in disciplinary action being pursued in accordance with agreed procedures.

## 4.2 Leave

Employees who are elected to local authorities may be granted special leave without pay to attend meetings or local authority activities that take place during working hours. Employees are at liberty to undertake such duties when on annual leave or days off.

## 5.0 Procedures

### 5.1 Duration

Employees who are members of local authorities may be granted up to a maximum of 12 days special leave per annum without pay to attend ordinary meetings of the authority where the meetings are held during working hours. In addition, employees who are members of local authorities may be granted up to a maximum of five days special leave per annum without pay to attend further local authority activities, other than ordinary meetings of the authority, that take place during working hours.

### 5.2 Application and approval

5.2.1 Applications for leave of this type must be made in the normal manner to the immediate line manager for approval. Each application will be considered on its merits and in accordance with the exigencies of the service.

5.2.2 Leave may only be granted subject to no additional cost to the HSE being incurred as a result. Cover within the HSE for the absence of the employee while on leave may be arranged in accordance with the HSE's Employment Control Framework and any other relevant policies, procedures, directives or regulations in force during the period.

### 5.3 Recording of leave

Line managers must ensure that, where such leave is granted, appropriate records are kept.

### 5.4 Pay and conditions

Leave is granted without pay. Such leave is not reckonable for superannuation purposes.

## 6.0 Circulation

6.1 It is the responsibility of all managers and employees to support the circulation and implementation of this policy.

6.2 This policy will be made available on the HSE website and the intranet site.