



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
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**All queries please refer to:  
Section 39 of Circular 011/2013**

**8<sup>th</sup> May 2013**

**FAO HSE and HSE Funded Employers only**

**Dear Colleague,**

The attached HSE HR Circular 011/2013 re Incentivised Career Break [ICB] 2013 refers

To facilitate the operating requirements attached to the scheme a central on-line application and reporting mechanism has been created. Applicants across the health sector are asked to apply via the HSE Internet / Intranet no later than the 31<sup>st</sup> May, 2013.

Each HSE Regional Director of Operations [RDO] and National Director of Function/Services [ND] will receive full details of all applications by grade and location, including Section 38 Agencies, within their area of responsibility, by the 4<sup>th</sup> of June, 2013. Decisions to approve, defer or reject applications for ICB will be made by the RDO's & ND's in consultation with Section 38 Organisations/ relevant line managers.

The decision making-process should be completed and results communicated via your relevant HSE Regional HR Department on or before the 14<sup>th</sup> of June 2013

Applicants will then be informed of the decision regarding their ICB application via a central application process. The central processing group [CPG] will liaise with the appropriate HR departments to process approved applications on the relevant SAP or other HR system.

The attached Appendix I sets out the associated process flow

Yours Sincerely

**Mr. Barry O'Brien**  
**National Director of Human Resources**

## Appendix I

### **Incentivised Career Break [ICB] Process**

The process flow for the management of the ICB scheme [2013] is set out below and illustrated in the diagram on page 2. The following are the key points

The process is divided into 3 phases viz; Application, Decision & Exit / Implementation phases

#### **Application Phase**

- Applications will be made online from 7<sup>th</sup> May 2013 and an automatic email acknowledgement to the employee will be generated.
- The application will populate a database which will enable real-time reporting of applications for the scheme.
- The application timeframe will cease on the 31<sup>st</sup> May 2013 with final reports of application available to RDO's and National Directors on the 4th June 2013.

#### **Decision Phase**

- The number of applications will be available on the 4<sup>th</sup> June to enable workforce planning decisions to be made during the allotted time period.
- The decision phase will run from the 4<sup>th</sup> to the 14<sup>th</sup> June and there will be a requirement to return decisions in the prescribed format before the latter date. If no response has been received on 14<sup>th</sup> June, the assumption will be made that all applications for the respective agency/region are to proceed.

#### **Exit / Implementation Phase**

- During the exit phase a Central Processing Group [CPG] will liaise with employees in regard to completion of signed undertakings and/or withdrawals. The processing of applications will be dealt with by this team in conjunction with the relevant HR departments in the various organisations as appropriate.
- Auditing of the scheme (i.e. leaving dates, costing, payments etc) will be performed during the Exit Phase.
- Exits will occur no later than 01/7/13 with facility to defer to no later than 31/12/13.
- Progress reports will issue as required

# Incentivised Career Break

**Proposed Timeframes**

07/05/2013 ← 31/05/2013      4/06/2013 ← 14/06/2013      18/06/2013 ← 01/07/2013

