



**To: Chief Executive Officer
Each National Director
Director, National Ambulance Service
Each Assistant National Director of HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery**

Re: Carry-over of annual – accrued during 2019/20 Annual Leave year – COVID 19

Ref: CERS 15/2020

Date: 02nd April 2020

Dear Colleagues,

Following a number of enquiries in respect of staff who may have accrued annual leave and, due to the current COVID 19 situation, could not be facilitated with annual leave by the end of the leave year 31st March 2020, I wish to advise the following:

- Where annual leave could not be facilitated due to COVID planning and response in recent weeks, staff will not lose the leave accrued and not taken at 31.3.20.
- Normal rules with regard to limits on the carry- over of annual leave can be varied at local level.
- Such annual leave can be discharged when it is practical to do so, and this can include, where the taking of such leave would lead to service curtailment, spreading the leave over the next leave year.
- Managers should continue to plan and approve leave in so far as practical to ensure that staff have the necessary breaks.
- Notwithstanding the above, statutory minimum leave should be granted within the leave year.
- All applications for annual leave carry over, should be made on the attached form, HR108r, and recorded in the normal manner.
Form available <https://www.hse.ie/eng/staff/resources/hr-forms/hr-108-r-carry-over-of-annual-leave-form.pdf>

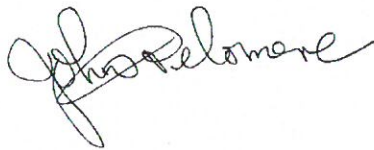
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Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments.

HR and Employee Relations Managers may contact Anna Killilea, Corporate Employee Relations Services for further advice, 01-662 6966 or 087 219 6051

Yours sincerely



John Delamere
Corporate Employee Relations