



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

Queries from HR / Employee Relations Managers to:  
Corporate Employee Relations Service,  
HSE HR Directorate,  
63-64 Adelaide Road,  
Dublin 2.  
Tel: 01 6626966  
Email: [info.t@hse.ie](mailto:info.t@hse.ie)

Queries from individual employees:  
Contact your local HR / Employee Relations Dept.

**HSE HR Circular 011/2012**

**30<sup>th</sup> March, 2012.**

**To: Each Member of Management Team, HSE;  
Each Regional Director of Operations, HSE;  
Each Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE;  
Each CEO & HR Manager, directly funded Voluntary Hospital / Section 38 Agency.**

**Re: Standardisation of Annual Leave Arrangements in the Public Health Sector – Existing Employees.**

---

1. As a result of the announcement by the Department of Public Expenditure and Reform on the standardisation of annual leave and related leave allowances in the public sector, revised leave arrangements will apply to all existing, promoted and new entrant employees in the public health service including all HSE employees, employees of voluntary hospitals, intellectual disability services and specialist agencies.

The revised leave arrangements for existing health service employees are set out below. *The arrangements for new entrants / new beneficiaries (employees who are promoted) are to follow by way of a separate circular.*

**Revised annual leave arrangements for existing health service employees**

2. The annual leave allowance for existing health service employees will be amended from 1<sup>st</sup> January 2012 or from whatever subsequent date their annual leave year commences in 2012.
3. The new annual leave allowance for existing employees in their current post will span from a minimum of 22 days to a maximum of 32 days. The existing annual leave entitlements as

provided for in previous HSE HR Circulars, contracts of employment and national agreements will remain unchanged where they fall between this range.

4. From the commencement of the 2012 leave year **there will no longer be any privilege / closure days**. Where employees were in receipt of privilege days (for example at Christmas and Easter) and / or closure days (where a service / office is closed and staff are not required to work separate from the normal public / bank holiday arrangements) this leave will be incorporated into the employee's annual leave allowance provided the overall ceiling of 32 days is not exceeded as a result. Where management decide to close an office / service on days that are not public / bank holidays then employees will be required to take annual leave on those days.
5. Where employees have an annual leave allowance of less than 22 days even after the inclusion of any privilege days/ closure days then the annual leave entitlement will be increased to 22 days from the beginning of the 2012 annual leave year. Employees who have in excess of 32 days annual leave or whose leave exceeds 32 days after the addition of privilege/ closure days will have that leave reduced to 32 days and will be entitled to compensation of 1.5 days per day of the annual loss as a once off concession.
6. All leave arising from local leave arrangements such as festival days, race days etc are to be abolished and **are not reckonable** as part of the annual leave entitlement. Employees will be compensated at 1.5 times the annual loss (i.e. 1.5 days per day) as a once off concession. The timing for availing of this compensatory leave will be at the discretion of management, subject to the exigencies of the service and may be spread over more than one leave year.
7. Arrangements in relation to Good Friday are not comprehended by this circular and remain unchanged.
8. The annual leave allowances are exclusive of the entitlement to public holidays and days granted to employees (5 over 7 roster) in lieu of their liability to be rostered to work on public holidays.
9. The granting of annual leave to staff is always subject to the exigencies of the service, the Organisation of Working Time Act, 1997 and the employer's policy on the approval /carry over of leave.
10. This agreement does not alter any existing arrangements in places where time off in lieu arrangements may apply.

**Existing public health service employees currently in receipt of 22 days Annual Leave allowance**

11. Existing employees who are currently in receipt of 22 days annual leave and who are subject to a service requirement for annual leave progression will have their leave allowance adjusted to 23 days with effect from 1<sup>st</sup> January 2012 or the date on which their leave year begins in 2012. Such staff will continue to avail of service based annual leave allowance in the normal way as may be appropriate.

**Application of revised annual leave allowance to Part-Time Staff**

12. Part-time staff will be granted annual leave and compensation leave on a pro rata basis.

## Queries

13. Queries from HR and Employee Relations in relation to the implementation of this Circular should be referred to Corporate Employee Relations Services, HSE HR Directorate, 63/64 Adelaide Road, Dublin 2. Tel: 01 6626966; Email: [info@hse.ie](mailto:info@hse.ie).

Individual employees who have queries in relation to the application of this Circular must contact their local Employee Relations/HR Department.

Yours sincerely,



---

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