



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

Office of the National Director of Human Resources
Health Service Executive
Dr. Steevens' Hospital
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To:

- Chief Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHOs**
- Each Head of HR CHOs**
- 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**
- Each Group Director of Midwifery**
- Each Clinical Director**
- Director National Ambulance Service**

From: Anne Marie Hoey, National Director Human Resources

Date: 11th August 2021

Re: HR Circular 032/2021 Updated arrangements for health service employees in relation to travel overseas

*Please note that this circular revokes **HSE HR Circular 022/2021 and Section 16 of HSE HR Circular 25/2021.***

Dear Colleagues

1. Government travel advice

From the 19 July 2021 new advice and rules for international travel came into effect in Ireland. For more information on the new rules, including information on the EU Digital COVID Certificate (DCC) for travel originating within the EU/EEA, please refer to [gov.ie](https://www.gov.ie) at [this link](#).

Health service employees who intend to travel abroad should ensure that they are aware of any testing and quarantine requirements in place at the time of travel, and pertaining to their

own circumstances, both for their intended destination and on return to Ireland. Where a restricted movement period is required as a result of travel, all employees must make provision by way of an annual leave or unpaid leave application for that period of restricted movement. The employee's leave application must be approved by the manager in advance and a record retained. This arrangement is applicable to all employees, regardless of whether they can work from home.

An emergency brake system may be applied quickly to countries where a variant of concern or interest arises. *Employees should be aware that whatever restricted movement (quarantine) requirements are in place and applicable to them on their date of return to Ireland will apply.* Employees are required to notify their employer as soon as possible if they have to take additional annual leave or unpaid leave in order to satisfy any restricted movement (quarantine) requirement.

HSE employees

In relation to HSE employees who return from travel overseas, HSE managers should refer to the following updated guidance:

- Occupational Health Interim Guidance for Coronavirus
- Quick Guide for Healthcare Worker (HCW) Management dated 20th July 2021

The updated HSE Occupational Health guidelines are available at this [link](#).

The current HSE position in relation to HSE employees returning from travel outside of Ireland is that employees should comply with the current Government advice upon arriving into Ireland which is available from [gov.ie at this link](#). At the time of issuing this Circular, there are no additional requirements for HSE employees upon arriving into Ireland. Please note that this is being kept under review and the HSE position in respect of HSE employees may be revised. A further update will issue if there are any changes to the current HSE position in relation to HSE employees returning from travel outside of Ireland.

Queries

Queries from individual employees or managers should be referred to local HR/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1850 444 925 Email: ask.hr@hse.ie

Queries from HR/Employee Relations Departments on this memorandum may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966 Email: info.t@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources