



Corporate Employee Relations Services
Health Service Executive
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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: Annual Leave during COVID-19

Ref: CERS 53/2020

Date: 22nd December 2020

Dear Colleagues

Further to ongoing discussions with the unions, in relation to specific issues raised around annual leave in the voluntary hospitals during the COVID 19 pandemic, I wish to advise that the provisions of HSE HR circulars and memos previously issued in this regard apply to all grades in both the statutory and voluntary hospitals equally.

Employers are reminded to ensure that employees are afforded an opportunity to avail of their annual leave entitlement for health and safety reasons, in line with the Organisation of Working Time Act 1997. At a minimum, employees should be facilitated to avail of their statutory annual leave entitlement and the carryover of leave (where deemed appropriate) is subject to service needs and prior management approval.

Queries

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

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

Yours Sincerely

John Delamere
Corporate Employee Relations