



Oifig an Stiúrthóra 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

Dublin 8

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MEMORANDUM

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
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

From: Anne Marie Hoey, National Director Human Resources

Date: 6th November 2020

Subject: HR Memo re Public Holidays - Christmas and New Year 2020/2021

Dear Colleagues,

This year the public holidays for Christmas and the New Year period 2020 / 2021 will occur on the following days:

- **Friday 25th December 2020**
- **Saturday 26th December 2020**
- **Friday 1st January 2021.**

Public Holiday Premiums

This year St Stephen's Day (26th December 2020) will fall on a Saturday and is a public holiday as provided for in the Organisation of Working Time Act 1997. Public holiday premiums should therefore be paid to staff who are required to work on that day. The normal Saturday premium payment will not apply.

The public holiday premium will only apply to staff who are required to work on **25th and 26th December 2020 and 1st January 2021.**

Medical Laboratory Scientists, Radiographers and Radiotherapists

In respect of the grades of Medical Laboratory Scientists, Radiographers and Radiotherapists the following arrangements will apply:

- **Christmas Day Friday 25th December 2020 – public holiday on-call rate**
- **St Stephen's Day Saturday 26th December 2020 - public holiday on-call rate**
- **Sunday 27th December – Sunday on-call rate**
- **Monday 28th December – Saturday on-call rate to cover normal starting and finishing times (e.g. 9am to 5pm, 8am to 8pm).**

The normal Monday on-call rates should apply from normal finishing times onwards.

Staff who work a 'Monday to Friday' roster

In the case of staff who work a Monday to Friday regime the paid day off in lieu of the public holiday will normally be granted on the following **Monday 28th December 2020** having regard to service needs. Alternatively, the day off in lieu of the public holiday may be granted on another date in line with service needs (as the employer may decide).

The granting of public holiday entitlements to staff in respect of the 25th December, 26th December and 1st January should be in accordance with the normal arrangements and service needs that apply within those services/settings to which they are assigned. Managers are responsible for determining the appropriate public holiday arrangements to apply within their area of responsibility having regard to the nature and exigencies of the service.

Line managers should ensure that the required staffing levels and rostering arrangements are maintained throughout this period in accordance with service requirements. Line managers may facilitate requests from employees who wish to take annual leave, subject to service exigencies, and provided appropriate staffing levels have been confirmed.

Queries

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

Please note that the National HR Help Desk is also available for **staff queries** on 1850 444 925 or ask.hr@hse.ie

Queries from HR Departments and Employee Relations Departments on the contents of this Circular may be referred to Corporate Employee Relations, 63/64 Adelaide Road, Dublin 2. Tel: 01- 6626966, Email: info.t@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus