



**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

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:** 13<sup>th</sup> October 2021

**Re:** HR Memo re Public Holidays - Christmas and New Year 2021/2022

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Dear Colleagues,

This year the public holidays for Christmas and the New Year period 2021/2022 will occur on the following days:

- **Saturday 25<sup>th</sup> December 2021**
- **Sunday 26<sup>th</sup> December 2021**
- **Saturday 1<sup>st</sup> January 2022.**

### **Public Holiday Premiums**

This year Christmas Day (25<sup>th</sup> December 2021) 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.

St Stephen's Day (26th December 2021) will fall on a Sunday. While the Organisation of Working Time Act, 1997, does not specifically provide for the transfer of a public holiday falling on a Sunday to any other day, the standard practice in the public health service is to transfer the public holiday to the following Monday for the purpose of premium payments, i.e. staff rostered to work on Monday, 27th December will be paid the public holiday premium rate.

New Year's Day (1st January 2022) will fall on a Saturday and is a public holiday. Public holiday premium payments should therefore be paid to staff who are required to work on that day.

The public holiday premium will only apply to staff who are required to work on **25<sup>th</sup> and 27<sup>th</sup> December 2021 and 1<sup>st</sup> January 2022.**

### **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 Saturday 25<sup>th</sup> December 2021 – Public holiday on-call rate**
- **St Stephen's Day Sunday 26<sup>th</sup> December 2021 - Sunday on-call rate**
- **Monday 27<sup>th</sup> December 2021 – Public holiday on-call rate**
- **Tuesday 28<sup>th</sup> December 2021- Saturday on-call rate to cover normal starting and finishing times (e.g. 9am to 5pm, 8am to 8pm)\***
- **Saturday 1<sup>st</sup> January 2022 – Public holiday on call rate**
- **Monday 3<sup>rd</sup> January 2022 - 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 holidays that fall on Saturday/Sunday will normally be granted on the following **Monday 27<sup>th</sup> December 2021, Tuesday 28<sup>th</sup> December 2021 and Monday 3<sup>rd</sup> January 2022** having regard to service needs. Alternatively, the day off in lieu of the public holiday may be granted on another date in accordance with section 21 of the Organisation of Working Time Act, 1997<sup>1</sup>. Managers are responsible for determining the

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<sup>1</sup> 21.—(1) Subject to the provisions of this section, an employee shall, in respect of a public holiday, be entitled to whichever one of the following his or her employer determines, namely—

- (a) a paid day off on that day,
- (b) a paid day off within a month of that day,
- (c) an additional day of annual leave,
- (d) an additional day's pay:

appropriate public holiday arrangements to apply within their area of responsibility having regard to the nature and exigencies of the service.

### **Annual leave**

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](mailto: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](mailto:info.t@hse.ie)

Yours sincerely



**Anne Marie Hoey**  
**National Director of Human Resources**



Information and advice on COVID-19 Go to [www.hse.ie/coronavirus](http://www.hse.ie/coronavirus)

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Provided that if the day on which the public holiday falls is a day on which the employee would, apart from this subsection, be entitled to a paid day off this subsection shall have effect as if paragraph (a) were omitted therefrom.