



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra 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  
Teil/Tel: (01) 635 2319  
Rphost/ E-mail: [nationalhr@hse.ie](mailto:nationalhr@hse.ie)

**All Queries:**  
[exitschemes@health.gov.ie](mailto:exitschemes@health.gov.ie)

HSE HR Circular 010/2013

May 3<sup>rd</sup> 2013

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, directly funded Voluntary Hospital / Agency;  
Each HR Manager, directly funded Voluntary Hospital / Agency

Re: Career Break Scheme

Dear Colleagues,

Please see revised arrangements below concerning the granting of special leave without pay – career breaks as directed by the Minister for Health.

The revised arrangements will apply with immediate effect to the Career Break Scheme(s) in operation in the HSE and in organisations and bodies funded by the HSE under Section 38 of the Health Act 2004.

Yours sincerely,

---

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



Circular S146/99

1 May 2013

To: National Director of Human Resources  
Health Service Executive

### **Career Break Scheme**

I am directed by the Minister for Health to refer to this Department's Circular S/146/99 and associated letters, dated 16 March 1984, 27 November 1984, 26 August 1987, 30 March 1989 and 7 November 1990 concerning the granting of special leave without pay – career breaks.

The following revised arrangements will apply, with immediate effect, in relation to the Career Break Scheme in operation in the HSE and in organisations / bodies funded by the HSE under Section 38 of the Health Act 2004;

1. The period of the career break must not exceed 5 years.
2. A maximum of 3 career breaks which when aggregated, do not exceed 8 years, may be permitted.
3. On the date of the commencement of a second or third career break, the person must have served, since their return from the earlier career break, for a period equal to the duration of that career break. (In exceptional cases this period of service requirement between career breaks may be waived).

The HSE should bring the terms of this Circular to the attention of all relevant Section 38 providers. Any queries regarding this circular should be sent by e-mail to the following mailbox [exitschemes@health.gov.ie](mailto:exitschemes@health.gov.ie).

**Fergal Goodman**  
Principal Officer  
National HR Policy Unit