



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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

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HSE HR Circular 020/2015

27<sup>th</sup> August 2015

**To: Each Member of the Directorate and Leadership Team HSE  
Each Hospital Group CEO  
Each Chief Officer, CHO  
Each Assistant National Director, HR  
Each Employee Relations Manager**

**From: Ian Tegerdine, Interim National Director of Human Resources**

**Re: Special Leave with Pay to Volunteer in Exceptional Humanitarian Crisis**

Dear Colleagues,

In light of the current Ebola outbreak the Director General has approved the introduction of a new scheme of special leave with pay for HSE employees in response to designated exceptional humanitarian crisis(s).

The terms of this new scheme are as follows:

- Director General of HSE will declare when the HSE response to exceptional humanitarian crisis applies.
- An Emergency Management Team (EMT) will be convened that will oversee arrangements including the selection of suitable organizations (e.g. World Health Organisation or other specified NGO), deciding on the skills and expertise and the number of staff required and the selection of staff for deployment.
- Employees who wish to avail of the scheme must be approved for release by their line manager and the relevant Assistant National Director of Human Resources/Head of Human Resources and selected by the EMT.
- Employees who are selected to participate in the scheme may be released for a maximum period of 3 months with pay (basic pay plus fixed allowances). All other employment terms and conditions will continue to apply during the approved deployment period (i.e. annual leave, incremental credit etc).
- Training and support during deployment will be provided by the selected organisation.

This is a separate scheme from Special Leave with Nominal Pay under which employees with professional qualifications are entitled to apply for special leave to work with a recognised agency in any of the following:

- A recognised undeveloped country;
- A disaster / emergency region;
- A developing country where the public health service is undeveloped.

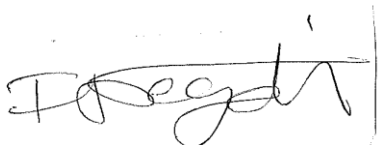
During special leave employees are paid a nominal amount to protect their superannuation rights.

Full details of the scheme are set out in **Department of Health Circular 7/92/S500/29** dated 16 March 1992.

Furthermore it is also distinct from leave for deployment with the Rapid Response Corps whereby the HSE releases staff, with pay of up to 3 months, for deployment with the Rapid Response Corps which is overseen by the Department of Foreign Affairs (**HSE HR Circular 17/2008**).

Any queries in relation to this circular should be addressed to Employee Relations Advisory Services (email: [info.t@hse.ie](mailto:info.t@hse.ie) telephone 01-6626966)

**Yours sincerely**



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**Ian Tegerdine**  
**Interim National Director of Human Resources**