



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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**HSE HR Circular 02/2006**

**20<sup>th</sup> February 2006**

**To: Mr. F. Mc Clintock, Asst. National Director, NHO  
Each Hospital Network Manager  
Each Chief Ambulance Officer in each Area  
Each Asst. National Director of Human Resources**

**Re: Annual Leave - Ambulance Adjudication Finding October 2005**

I refer to the adjudication finding on issues in the ambulance service, which issued in October 2005. While a process is under way to give effect to a number of the adjudication findings, the following two recommendations in relation to annual leave can be implemented with immediate effect.

**Annual Leave**

The annual leave entitlement for Emergency Medical Technicians, Leading Emergency Medical Technicians, Emergency Medical Controllers and Team Leader Emergency Medical Controllers will be increased by 3 days to a maximum of 23 days on a phased basis as follows:

- ❖ 1 day in the current calendar year 2005
- ❖ A further day in the calendar year commencing 1/1/06
- ❖ A further day in the calendar year 1/1/07

- 1 days' leave is equivalent to 7.8 hours

**Structured Annual Leave**

With effect from the next annual leave year period i.e. the 1<sup>st</sup> April 2006, a structured system for annual leave will apply to EMT's, Leading EMT's, EMC's and Team leader EMC's. Under this system the above staff will be required to take a minimum block of their annual leave entitlements during the Spring, Summer and Autumn period as follows:

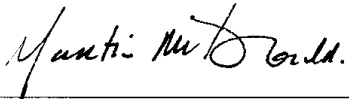
- ❖ 1<sup>st</sup> January to 31<sup>st</sup> March – 1 week
- ❖ 1<sup>st</sup> April to 30<sup>th</sup> September – 2 weeks
- ❖ 1<sup>st</sup> October to 31<sup>st</sup> December – 1 week

The remaining balance of annual leave can be taken in single days, subject to the exigencies of the service.

Management will have the discretion to allocate annual leave periods where the above personnel do not apply for annual leave in accordance with these timeframes. Where special circumstances arise annual leave may be 'carried over' from one period to another, subject to the exigencies of the service and approval from the Chief Ambulance Officer.

If you have any queries on the implementation of this circular you can contact Ms. Gaye Dalton, Industrial Relations Executive, HSE Employers Agency on 01-6626966.

**Yours sincerely,**



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**Martin Mc Donald**  
**National Director of Human Resources.**