



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

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**HSE HR Circular 005/2009**

**11<sup>th</sup> March, 2009.**

**To: Each Assistant National Director of Human Resources, HSE.**

**c.c: Each Member of Management Team, HSE;  
Each Hospital Network Manager, NHO, HSE;  
Each Assistant National Director, PCCC, HSE;  
Each Local Health Manager, PCCC, HSE;  
Each Employee Relations Manager, HSE.**

**Re: Standardisation of Terms and Conditions of Employment**

Dear Colleague

The HSE has reached agreement with IMPACT, the Medical Laboratory Scientists Association (MLSA) and SIPTU Health Professional Branch on the standardisation of terms and conditions of employment in relation to annual leave and working hours for various staff grades in the HSE. The issue of standardisation of terms and conditions of HSE employees was concluded under the 2004 HSE/IMPACT Framework Agreement and in accordance with clause 30.8 of Towards 2016.

**1. APPLICABILITY**

The standardised annual leave and working hours which have been agreed apply to the following staff grades:

- Clerical/Admin Grades III to VIII, and all senior managers above Grade VIII;
- Basic Senior and Manager Therapy Grades;
- Basic Senior and Manager Medical Scientist Grades;
- Basic Senior and Radiographer Manager Grades.

**2. ELIGIBILITY**

The standardised conditions relating to working hours and annual leave apply to:

- Staff recruited to the HSE since its establishment (1 January 2005);
- Staff who transferred to the HSE on establishment day and who are promoted/re-graded **on or after** the 16 December 2008.

**3. EXCLUSIONS**

- Staff who transferred to the HSE on establishment day (1 January 2005), and who have remained in the same grade, will continue to enjoy the protection of terms and conditions of employment under the Health Act 2004.
- Staff who transferred to the HSE on establishment day and who were promoted/re-graded **before** the 16 December 2008 will continue to enjoy the protection of terms and conditions of employment under the Health Act 2004 (such staff should be issued with Letter 2 attached.).
- Staff employed in HSE-funded agencies and voluntary hospitals are not covered under the terms of the Agreements.

#### **4. STANDARDISED ENTITLEMENTS**

The standardised entitlements are as follows:

##### **Annual Leave**

##### **Clerical and Administrative Grades**

Grade III:	24 days, 25 days after 3 years and 26 days after 5 years
Grade IV:	26 days
Grade V:	28 days
Grade VI:	30 days
Grade VII:	32 days
Grade VIII and senior management grades:	32 days

##### **Therapy Grades**

Basic:	27 days
Senior (also covers clinical specialist posts):	29 days
Manager (also covers In-Charge (iii) posts):	31 days

##### **Medical Scientist Grades**

Basic:	27 days
Senior (also covers clinical specialist posts):	29 days
Manager (also covers Chief/Laboratory Manager posts):	31 days

##### **Radiographer Grades**

Basic:	27 days
Senior (also covers clinical specialist posts):	29 days
Radiographer Service Manager I and II	31 days

##### **Working Hours**

All staff covered under the Agreements will work 35 hours per week.

#### **5. PRACTICAL APPLICATION OF REVISED ARRANGEMENTS**

##### **Annual leave**

- Any **increase** in annual leave which is to be applied will take effect from the 1 April 2009.
- An employee whose annual leave is to be **reduced** under the terms of these agreements will be allowed retain his/her existing entitlement until 2010 following which their leave will be reduced by 1 day per year until their leave corresponds with the standardised entitlement.

##### **Working Hours**

The new arrangements in relation to working hours will take effect from the 1 March 2009.

##### **Notification of annual leave and working hours arrangements**

1. Staff who joined the HSE on or after establishment day (1 January 2005) should be issued with Letter 1 attached.
2. Staff who transferred to the HSE on establishment day and who were promoted/upgraded on or after 16 December 2008 should also be issued with Letter 1 attached.

Any enquiries regarding the Circular should be addressed to the HSE Employers Agency, 63-64 Adelaide Road, Dublin 2; Telephone: 01 6626966.

Yours sincerely,



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**Seán McGrath**  
**National Director of Human Resources**

**Letter 1**

**Standardisation of Terms and Conditions of Employment**

**Letter advising of revised hours of work and/or annual leave entitlements**

Dear Mr / Ms .....

Under the terms of Section 14 of the HSE/IMPACT Agreement 2004 and in accordance with clause 30.8 of the Social Partnership Agreement, Towards 2016, standard terms and conditions of employment have now been agreed with the relevant health sector trade unions.

*(delete as appropriate)*

Our records show that you commenced employment in the HSE on \_\_\_\_\_ and are therefore covered by the terms of the standardisation agreement.

**Or**

Our records show that you were promoted/upgraded to the position of \_\_\_\_\_ on \_\_\_\_\_ and are therefore covered by the terms of the standardisation agreement.

Under the terms of the agreement your hours of work and annual leave are as follows.

Hours of Work:        35  
Annual Leave                —

Your hours of work will be amended with effect from 1 March 2009.

*(delete as appropriate)*

Your annual leave entitlement will be adjusted to correspond with the new standard with effect from 1 April 2009.

**Or**

You will be permitted to retain your existing annual leave entitlement until 2010 following which your annual leave will reduce by 1 day per annual leave year until such time as your leave corresponds with the new national norm for your grade.

I wish to advise that all other provisions of your original contract remain unaltered.

Yours sincerely,

\_\_\_\_\_  
On behalf of the HSE

**Letter 2**

**Letter to Staff who were transferred to the HSE upon its establishment  
and who were promoted / upgraded prior to 16<sup>th</sup> December 2008.**

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Dear Mr / Ms .....

I refer to your appointment as [current grade / post] on [insert date].

Following agreement with IMPACT this Letter of Appointment confirms that appointment and replaces any contract of employment that may have been signed in connection with this position.

Your annual leave and working hours will be those historically worked by your grade in the location and your other terms and conditions of employment will continue as before in line with the provisions contained in the Health Act 2004 and the HSE / IMPACT Framework Agreement.

Yours sincerely

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On behalf of the HSE