



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

**HSE HR Circular 014/2015**

**2<sup>nd</sup> June 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: Paula Lawler, Deputy National Director of Human Resources**

**Date: 2<sup>nd</sup> June 2015**

**Re: HSE Employee Swap Facility**

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Dear Colleagues,

I write to advise you that the HSE Employee SWAP Facility, which facilitates two employees of the same grade to swap work locations, commenced on **11 May 2015**. The facility is available to all HSE employees who hold a permanent contract of employment, including a contract of indefinite duration, with the HSE and have successfully completed their probation period at entry grade.

In order to avail of this facility, an employee who wishes to move to a different HSE location must identify an employee in that location who is willing to move to their existing location. Both employees must then seek the agreement and approval of both line managers in order for the swap to proceed. Implementation will initially be on a pilot basis for 6 months and does not supercede any existing transfer schemes within particular service areas.

Further information, including an application form, is available in the Human Resources section of the staff intranet  
[http://hsenet.hse.ie/9nXBgtdLFkh3VdJA22LmNQ%3d%3d/eng/staff/Resources/HR\\_Forms/swap\\_form.pdf?ImportedResourceId=9nXBgtdLFkh3VdJA22LmNQ%3d%3d](http://hsenet.hse.ie/9nXBgtdLFkh3VdJA22LmNQ%3d%3d/eng/staff/Resources/HR_Forms/swap_form.pdf?ImportedResourceId=9nXBgtdLFkh3VdJA22LmNQ%3d%3d)

Completed application forms must be returned for processing to National Personnel Records, [NPRS.SWAP@hse.ie](mailto:NPRS.SWAP@hse.ie), or posted to NPRS, 20-23 Merchants Quay, Dublin 8. You are required to circulate this information throughout your service to ensure that the Swap Facility is brought to the attention of all employees.

Queries on the content of this circular from employees should be directed to National Personnel Records, 20-23 Merchants Quay, Dublin 8, [NPRS.SWAP@hse.ie](mailto:NPRS.SWAP@hse.ie).

Queries from HR or Employee Relations Managers should be directed to Employee Relations Advisory Services, HR Division, 63-64 Adelaide Road, Dublin 2, 016626966 [info.t@hse.ie](mailto:info.t@hse.ie).

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**Paula Lawler**  
**Deputy National Director of Human Resources**