To: Each Member of the Directorate and Leadership Team
   Each Assistant National Director HR
   Each Hospital Group CEO
   Each Hospital Group Director of HR
   Each Chief Officer CHO
   Each CHO HR Manager
   Each CEO Section 38 Agencies
   Each HR Manager Section 38 Agencies
   Each Employee Relations Manager
   Each Group Director of Nursing & Midwifery
   Each Group Director of Midwifery

Re: HR Circular 023/2018 re Annual Leave entitlements for Executive Officer and Clerical Officer on secondment from the Civil Service

7th November, 2018

Dear Colleagues,

With reference to Department of Public Expenditure & Reform letter of 8 December 2017 on Annual Leave Increases for Executive and Clerical Officers in the Civil Service (see Appendix 1), please also see attached clarification on its application (Appendix 2 – Addendum to Department of Health Circular 10/2018).

As the Department of Health Circular relates to the revised annual leave entitlements for Executive Officers (EOs) and Clerical Officers (COs) in the Civil Service, it is only relevant to those EOs and COs who are on secondment from the Civil Service to the HSE and Section 38 agencies.

Queries

Managers may refer any queries that they may have in relation to this Circular to their local HR / Employee Relations Department.

 Queries from HR Departments on the contents of this Circular may be referred to Mary Ruane, HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: mary.ruane@hse.ie.

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925.

Yours sincerely,

Rosarii Mannion,
National Director of Human Resources.
Annual Leave – Increases for Executive and Clerical Officers

Dear HR Manager

Arising from the Public Services Stability Agreement 2018 – 2020, additional annual leave has been agreed for Executive and Clerical Officers. Each grade will receive an additional day’s leave after 12 years’ service and a further day after 14 years’ service. This means that the annual leave allowances will be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Days per year</th>
</tr>
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</table>
| Executive Officer | 23 rising to 24 after 5 years’ service  
|                 | 25 after 10 years’ service  
|                 | 26 after 12 years’ service  
|                 | 27 after 14 years’ service  |
| Clerical Officer | 22 rising to 23 after 5 years’ service  
|                 | 24 after 10 years’ service  
|                 | 25 after 12 years’ service  
|                 | 26 after 14 years’ service  |

These changes will come into effect for all leave years commencing on or after 1 January 2018.

In accordance with paragraph 31 of the Annual Leave Circular 27/03, where appointments or promotions to Executive Officer are made, any period of service in the Civil Service as Service Officer, Clerical Officer and Staff Officer will reckon as service in the higher grade for the purposes of qualifying for the increased annual leave allowances available after 5, 10, 12 and 14 years’ service.

Yours sincerely

Deirdre ONeill

CSHR Policy Unit

8 December 2017
Circular 10/2018 - Addendum

16th October 2018

National Director of Human Resources, HSE
Non-commercial State Agencies (NCSA) CEOs

Addendum to Circular 10/2018 (issued 1st August 2018) - Annual Leave – Increases for
Executive and Clerical Officers

Dear Sir/Madam,

On foot of a number of queries in relation to Circular 10/2018 – Annual Leave Increases for Executive and Clerical Officers, I wish to clarify that this circular applies to EOs and COs working within the Civil Service and staff of those grades who are seconded to bodies outside of the Civil Service (including bodies in the public service).

Yours sincerely

Sorcha Murray
Principal Officer
National HR

An Roinn Sláinte
Department of Health

An Roinn Sláinte
Department of Health

Appendix 2

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