



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

**Office of the National Director of Human Resources**  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8  
Tel: 01 6352319 Email: [nationalhr@hse.ie](mailto:nationalhr@hse.ie)

**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

7<sup>th</sup> November, 2018

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

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](mailto: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:

Grade	Days per year
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 O'Neill

CSHR Policy Unit

8 December 2017

An Roinn Sláinte  
Department of Health



**Circular 10/2018 - Addendum**

16<sup>th</sup>  
October 2018

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

**Addendum to Circular 10/2018 (issued 1<sup>st</sup> 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