

Reference No: MA/2010

LP: - Arrangements for Medical Appointments

23 September 2010

Re: Absence for Medical Appointments

Dear Personnel Officer

The question of arrangements to facilitate staff attendance at medical appointments has been raised a number of times recently, particularly with relation to attendance at hospitals or clinics located some distance from an officer's place of work. These matters are first and foremost a matter for Personnel Officers to determine, having regard to the arrangements in relations to sick leave, flexible working hours and the terms and conditions of service which are set out in a number of circulars and available on the personnel code website: (<http://www.personnelcode.gov.ie>).

In determining arrangements, Personnel Officers should be aware that it may be necessary for officers to travel for specialist consultations or treatment, particularly where, in line with Government policy on reconfiguration of services, centres of excellence are being developed for certain conditions. In these instances, while meeting the business needs of the office and managing time off work for medical appointments appropriately and effectively, there will be a need for flexibility for those staff who have to travel for specialist consultations or treatment.

Yours sincerely

Mary McKeon