



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

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

7th January, 2019

Re: HR Circular 003/2019 re Emergency Department Staff (Support Grades, Clerical Admin, Allied Health Professionals)

Dear Colleagues,

I refer to agreement concluded under the auspices of the WRC with regard to claims by SIPTU and FORSA unions on behalf of Support Staff, Allied Health Professionals and Clerical Admin staff employed in Emergency Departments.

The agreement provides for the granting of 1 additional days leave (1/5 of normal weekly contracted hours) to such staff in each of the leave years 2019, 2020 and 2021, subject to the following conditions;

1. The agreement relates to staff in the above categories who are (a) permanently based in Emergency Departments or (b) when spending the majority of their working time (i.e. in excess of 50%) in such departments.
2. The agreement applies only to staff in employment in Emergency Departments between 1 Jan 2016 – 1 Mar 2016, and who continue to be in employment in such departments in October 2018. Staff who have left employment or who may have moved to other departments of the hospital are not encompassed by the provisions of this deal.
3. As set out earlier, eligible staff will receive, 1 additional days leave in each of the leave years, 2019, 2020 and 2021. In so far as is possible, the taking of the leave should be done in a way that minimises the requirement for the bringing in of replacement staff. The precise mechanism for the taking of the leave should be worked out at individual department level.
4. In the event of a qualifying staff member retiring, or otherwise leaving their employment during the 3 year period of the operation of this agreement (1 Jan 2019 – 31 Jan 2021), such staff will be permitted to avail of the full 3 day concession prior to, or at time of departure.

All relevant agencies are requested to give effect to the provisions of this circular. A copy of the WRC agreement is attached.

Queries

Queries from individual employees should in the first instance be addressed to their local HR Department.



Seirbhís Sláinte Building a
Níos Fearr Níos Fearr Better Health
á Forbairt Service

"To view the Health Services People Strategy 2015-2018, please click [here](#)."

Queries from HR Departments on the contents of this Circular may be referred to John Delamere, Assistant National Director - HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966; Email: or john.delamere@hse.ie

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925 or ask.hr@hse.ie.

Yours sincerely,



**Rosarii Mannion,
National Director of Human Resources.**

7 December 2018

Health Service Executive / SIPTU / FORSA

Emergency Department Staff

The following proposal was agreed by the parties following an extensive process of conciliation under the auspices of the Workplace Relations Commission

- The proposal will apply to support, Clerical Admin and Allied Health Professional staff who are (a) permanently based in Emergency departments or (b) whom spend the majority of their time in such departments. Medical staff are not encompassed by the proposals
- The offer will encompass those staff in employment in Emergency departments between 1 January 2016 – 1 March 2016, and remain in employment in such departments i.e. October 2018
- Qualifying personnel will receive 1 additional days leave (1/5 of contracted working hours) in each of the leave years 2019,2020 and 2021. In so far as possible the taking of the leave should be done in a way that minimises the requirement for the bringing in of replacement locum staff
- In the event of a qualifying staff member retiring, or otherwise leaving their employment during the 3 year period (1 January 2019 – 31 December 2021) such staff will be permitted to avail of the full 3 day concession prior to departure.

This offer is in full and final settlement of all claims by relevant staff consequent on Emergency Department agreement, nursing personnel Dec 15/Jan 16. If any part of this proposal is rejected by either side, the offer, in its totality is withdrawn and deemed not to have been tabled.

Yours Sincerely



Damien Cannon

Regional Manager

Conciliation, Mediation and Facilitation Service