



Stúirthóra Náisiúnta,
Acmhainní Daonna

Feidhmeannacht na Seirbhísí
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To:

- Chief Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHOs**
- Each Head of HR CHOs**
- Head of HR, PCRS**
- 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**
- Each Clinical Director**
- Director National Ambulance Service**

From: Anne Marie Hoey, National Director of Human Resources

Date: 27th December 2023

Subject: HR Circular 028/2023 (revised): Sick leave entitlements for Student Nurses and Midwives on rostered clinical placement

Dear Colleagues

I refer to the student nurses and midwives who will be commencing their fourth year rostered clinical placement in January 2024 for a period of 36 weeks and the revised sick leave entitlements arising from the recent changes to the Public Service Sick Leave Scheme.

As outlined in [HSE HR Circular 024/2023](#), any employees on probation or training type contracts have pro rata sick leave entitlements for the duration of their probationary or training period. As the rostered clinical placement for student nurses and midwives constitutes a training period of 36 weeks, the pro rata sick leave limits apply¹. The exact entitlements to be applied for the 36 week period are 16 days at full pay and 16 days at half pay. The pro rata limit for self-certified sick leave is rounded to 2 days.

¹ Note that the pro rata limits do not apply to existing health care staff who have either been sponsored or self-funded to do the nursing degree programme.

As set out in [HSE HR Circular 30/2009](#), to meet the mandatory requirement of registration outstanding clinical hours must be completed. These outstanding clinical hours to meet the mandatory requirement of registration will be paid.

The granting of sick pay to student nurses and midwives during their internship is conditional on full compliance with the employer's existing policies and procedures governing the granting of sick pay, e.g. the Managing Attendance Policy (2023) [here](#) and Rehabilitation of Employees Back to Work After Illness or Injury Policy (2020) [here](#) in the HSE. Such policies set out the roles and responsibilities of employees, line managers and other parties (e.g. Occupational Health) in the management of attendance and ill health as well as arrangements regarding reporting sick leave, medical certification, Occupational Health referrals and rehabilitation supports for employees (e.g. Employee Assistance Programme).

Where SAP HR/Payroll is in use, SAP CoE will communicate with PA users separately on the implementation of these provisions.

Please ensure that this Circular is brought to the attention of all relevant managers and staff in your area of responsibility.

Queries

Queries from individual employees or managers should be referred to local HR Departments / Employee Relations Departments. Please note that the National HR Help Desk is also available to take queries on 1800 444 925 or ask.hr@hse.ie

Queries from HR and Employee Relations Departments in relation to this Circular may be referred to HSE National Employee Relations, HR Directorate, HSE, 63/64 Adelaide Road, Dublin 2. Tel: 01-6626966, E-mail: info.t@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources