



To: Chief Executive Officer
Each National Director
Director, National Ambulance Service
Each Assistant National Director of HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
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

Re: Holiday Premium Pay

Ref: CERS 50/2020

Date: 12th November 2020

Dear Colleagues

I refer to the memo dated 18 April 2018 from National HR relating to the standardised approach for the calculation of holiday premium pay in the health sector (copy attached).

Recently the staff panel raised the issue of the application of this memo to employees who resign or retire or whose contract of employment is terminated during the year. I wish to bring your attention to the provisions in the memo that in these cases the employee's final payment should also include any outstanding holiday premium pay accrued up to the date of termination of employment.

The health service trade unions have also raised the issue that in locations where the holiday premium pay was previously calculated a year in arrears, prior to adopting the standardised approach as set out in the memo, any holiday premium pay accrued by employees in the period covered by the transition to the standardised methodology that is still outstanding should be paid to those affected.

I would be obliged if you could ensure that the necessary arrangements, as set out above, are made if they have not already been applied to the relevant employees.

Queries

Queries from individual employees or managers in relation to this memorandum should be referred to local HR/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries on 1850 444 925 or ask.hr@hse.ie.

Queries from HR/Employee Relations Departments in relation to this memorandum may be referred to Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: info.t@hse.ie

Yours Sincerely



John Delamere
Corporate Employee Relations