



**Corporate Employee Relations Services**  
**Health Service Executive**  
63-64 Adelaide Road,  
Dublin  
D02 FR50  
Telephone (01) 6626966 Fax (01) 6626977

**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 54/2020**

**Date: 23<sup>rd</sup> December 2020**

Dear Colleagues

Further to CERS Memo 50/2020, please find attached a copy of the HSE form which applies to HSE employees upon their resignation/retirement/termination of contract of employment in order to process any outstanding holiday premium payments that have accrued up to the date of termination of employment.

HSE managers should ensure that a copy of the HSE Annual Leave Premiums Claim Form for Leavers/Retirees is given to eligible employees prior to their last working day. The employee should be requested to complete this form and return it to the relevant Payroll Department as soon as possible in order for their outstanding holiday premium payment to be processed and paid in the next payment run of Holiday Premiums.

HSE management should ensure that employees in their area of responsibility are informed of these arrangements particularly those who are due to retire/resign or whose employment is due to terminate.

Section 38 employers should ensure that they have appropriate arrangements in place so that former employees receive any outstanding holiday premium payments.

Please see details of the various HBS Payroll Departments in the following link:

<http://ihbs.healthirl.net/Finance/Payroll-Services/>

Please see details of the various HBS Payroll Department with addresses as follows:

HSE Area	Counties	Phone Number	Payroll Department Address	Email Address
Eastern Region	Dublin, Kildare and Wicklow	01 8817150	20 - 23 Merchants Quay, Dublin 8. <b>D08 DXW6</b>	payroll.east@hse.ie
South East	Carlow, Kilkenny, Tipperary South, Waterford and Wexford	056 7784268	Lacken, Dublin Rd., Kilkenny. <b>R95 NV08</b>	payroll.southeast@hse.ie
South-West	Cork and Kerry	021 4923659	Áras Sláinte, Wilton Rd, Cork. <b>T12 XRR0</b>	payroll.south@hse.ie
West	Galway, Mayo and Roscommon	091 775925	Merlin Park Hospital, Galway. <b>H91 N973</b>	payroll.west@hse.ie
North-West	Donegal, Sligo and Leitrim	071 - 9835213/ 9820413	Manorhamilton, Co. Leitrim. <b>F91 AP57</b>	payroll.northwest@hse.ie
Mid-West	Clare, Limerick and North Tipperary	061 483312	Pery St., Limerick <b>V94 AY27</b>	payroll.midwest@hse.ie
North-East	Louth, Monaghan, Meath and Cavan	046 9251200	Bective Street, Kells Co. Meath. <b>A82 NX32</b>	payroll.northeast@hse.ie
Midlands	Laois, Offaly, Longford, Westmeath	057 9357537	Unit 2, IDA Bus. & Tech. Park, Srah, Tullamore, Co. Offaly <b>R35 W5W7</b>	payroll.midlands@hse.ie
Portiuncula Hospital	Portiuncula Hospital	090 9648337	Ballinasloe, Co. Galway. <b>H53 T971</b>	payroll.puh@hse.ie

## Queries

Contact details are provided above for any payroll-related query in relation to holiday premium payments to HSE employees/former employees.

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](mailto: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](mailto:info.t@hse.ie)

Yours Sincerely



**John Delamere**  
Corporate Employee Relations