



**Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhíse Sláinte  
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**Office of the National Director of Human Resources**

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**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officers  
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  
Each Clinical Director

**From:** Anne Marie Hoey, National Director of Human Resources

**Date:** 1<sup>st</sup> October 2019

**Subject:** HR Circular 029/2019 re Bereavement Leave Revised Arrangements

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Dear Colleagues,

I wish to advise that the Department of Health have issued Circular 15/2019 (attached as **Appendix 1**) which sets out the amendments to bereavement leave in the public health service arising from Labour Court Recommendation LCR22015. This Circular applies to employees whose bereavement leave commences on or after **1 October 2019**.

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

**Queries**

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments / Employee Relations Departments.

Queries from HR Departments on the contents of this Circular may be referred to Anna Killilea, HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: [info.t@hse.ie](mailto:info.t@hse.ie).

Please note that the National HR Help Desk is also available to take queries on 1850 444 925 or email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Yours sincerely,

**Anne Marie Hoey**  
National Director of Human Resources



Circular 15/2019

30<sup>th</sup> September 2019

To: Ms Anne Marie Hoey, National Director of Human Resources, HSE  
CEOs of the NCSAs  
HR Managers of the NCSAs

Re: Revised Arrangements for Bereavement Leave

Dear Sir/Madam

Arising from Labour Court Recommendation No. LCR22015, amendments have been made to the quantum of compassionate leave as set out in *Department of Health Circular s146/72* dated 19 October 1980 and *HSE HR Circular 16/2012 - Compassionate Leave in the Health Service*. This Circular supersedes these circulars and any local collective agreements/arrangements that apply in the public health service with effect from **1 October 2019**. This Circular will apply to employees whose bereavement leave commences on or after **1 October 2019**.

With effect from 1 October 2019, bereavement leave may be granted to an employee in the event of the death of a relative up to a limit of:

- A) Twenty working days<sup>1</sup> in the case of a spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency, including same sex partners;
- B) Five working days<sup>2</sup> in the case of other immediate relatives as follows: father, mother, brother, sister, father-in-law, mother-in-law.

In exceptional circumstances (e.g. where the employee concerned has lived in the same house as the deceased or has to take charge of funeral arrangements) an employee may be granted up to three working days' special leave on the death of a more distant relative.

In a case where an employee has to travel abroad to make funeral arrangements in respect of a relative specified in A or B, special leave with pay in excess of the limits prescribed above may be granted at the discretion of the employer.

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<sup>1</sup> 28 calendar days

<sup>2</sup> 7 calendar days

The granting of bereavement leave and the amount granted will depend on whether or not the employee was scheduled/rostered to work for the period in question. Bereavement leave is granted only at the time of the bereavement to facilitate the employee with time off from work and is not granted retrospectively where it occurs during days/shifts when an employee is not normally scheduled/rostered to work.

Examples of the application of bereavement leave are set out in Appendix 1.

Yours sincerely

  
Sorcha Murray  
National HR Unit

## Appendix 1 Examples

The granting of bereavement leave is time-limited as illustrated in the examples below. A working day for bereavement leave purposes reflects the roster the employee was due to work in the relevant period regardless of the number of hours in the shift e.g. 4 hours, 7.4 hours or 12 hours.

### Immediate Relative

(i) Five working days in the case of other immediate relatives as follows: father, mother, brother, sister, father-in-law, mother-in-law.

Leave under this provision will be granted within a time span of *7 calendar days*. The number of bereavement leave days granted to the employee will depend on the number of rostered working days they are due to work within the 7 calendar day period, subject to a maximum of **five working days**.

### Example 1

An employee is rostered to work on Monday, Tuesday and Wednesday of each week. He/she works on the Monday and Tuesday and commences bereavement leave on the Wednesday. He/she is also granted bereavement leave on the following Monday and Tuesday (a total of 3 days' bereavement leave). Following the expiry of 7 calendar days (the following Tuesday after the bereavement leave commenced) no further bereavement leave is granted.

### Spouse/child/relationship of domestic dependency

(ii) Twenty working days in the case of a spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency, including same sex partners;

Leave under this provision will be granted within a time span of *28 calendar days*. The number of bereavement leave days granted to the employee will depend on the number of rostered working days they are due to work within the 28 calendar day period, subject to a maximum of **twenty working days**.

### Example 2

An employee is rostered to work seven 12-hour shifts in week 1 and seven 12-hour shifts in week three of a particular calendar month (i.e. total of 14 shifts). His/her bereavement leave commences at the start of the month and he/she is granted a total of 14 working days of bereavement leave in respect of these shifts within the calendar month. Following the expiry of 28 calendar days no further bereavement leave is granted.