



Caidreamh Náisiúnta Fostaithe  
63-64 Bóthar Adelaide,  
Baile Átha Cliath 2 D02 FR50

National Employee Relations  
63-64 Adelaide Road, Dublin 2  
D02 FR50

[www.hse.ie](http://www.hse.ie)  
[@hselive](https://twitter.com/hselive)  
t 01 6626966  
e [info.t@hse.ie](mailto:info.t@hse.ie)

## MEMO

**To:** Chief Executive Officer  
Each Regional Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Regional Director of People  
Each Regional Director of Finance  
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  
Director National Ambulance Service

**From:** Norah Mason – Assistant National Director - NER

**Date:** 27 November 2024

**Subject:** Overtime following Annual Leave

**Reference Number:** NER Memo 15/2024

Dear Colleagues,

The issue of non-payment of overtime, where an individual has taken annual leave at some stage during the days preceding the shift requiring additional hours, resulting in less than full-time hours having been worked, was raised at the National Joint Council.

It has been agreed that where service needs exist, and the requirement for overtime to be worked is sanctioned by the appropriate manager, the nationally approved overtime rates may be applied to an employee whose shortfall in hours worked is due to the taking of approved annual leave.

Please refer to [HSE HR Circular 016/2023](#) for nationally approved overtime rates.

### Queries

Queries from individual employees or managers should be referred to local HR/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from individual employees Tel: 1850 444 925 Email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Queries from HR/Employee Relations Departments in relation to this memorandum may be referred to National Employee Relations, HR Directorate. Tel: 01 6626966, Email [info.t@hse.ie](mailto:info.t@hse.ie)

Yours sincerely,

Norah Mason  
National Employee Relations