

To: Chief Executive Officer
Chief Operations Officer
Each National Director
Each Service Director
Each Human Resource Manager

From: Kim Hayes, Interim Director of Human Resources

Date: 10th January 2020

Subject: **HR Circular 001/2020 re Compassionate/Bereavement Leave Revised Arrangements**

Dear Colleagues,

I wish to advise that the Department of Children & Youth Affairs (DCYA) have issued correspondence ref: **HRD/INF/O/209178** (attached as Appendix 1) which sets out the amendments to Compassionate / Bereavement leave in the public service arising from Labour Court Recommendation LCR22015.

Revised Arrangements

Compassionate/Bereavement Leave may be granted to an employee in the event of the death of a relative up to a limit of:

- a) Twenty¹ 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;
- b) Five² working days 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 paragraph 1, special leave with pay in excess of the limits prescribed above may be granted at the discretion of the employer.

Compassionate 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 when an employee is not normally scheduled to work.

¹ 28 Calendar Days

² 7 Calendar Days

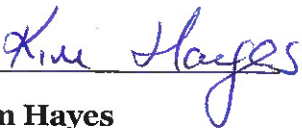
This Circular applies to employees whose Compassionate/Bereavement leave commences on or after **1 October 2019**.

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.

Yours Sincerely,



Kim Hayes

Interim Director of Human Resources



HRD/INF/O/209178

To: HR Managers
Adoption Authority of Ireland
Oberstown Children Detention Centre
Tusla

23 December 2019

Re: Compassionate/Bereavement Leave

1. Purpose of this Letter

To bring your attention to changes in Compassionate/Bereavement Leave following on from Labour Court Recommendation No. LCR22015 – Claim for revised arrangements in respect of Compassionate/Bereavement Leave.

2. General

The Labour Court upheld the argument that Compassionate/Bereavement policies in the HSE be amended in line with the concession applied in the Civil Service as follows:

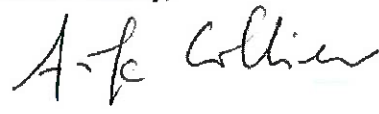
- to allow for 20 working days with pay, in the event of the death of a spouse/partner/child (including adoptive and in 'loco parentis'); and
- five working days, with pay, in the case of a close relative as currently defined in HSE policies.

Please ensure that your current Compassionate/Bereavement Leave policy is amended to reflect the Labour Court recommendations which are effective from 1 October 2019.

3. Queries

Any queries in relation to this letter should be sent to externalhr@dcya.gov.ie

Yours sincerely,

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Simon Conry
Principal Officer
External HR - Corporate and Business Support Division