



HSE Leaving Form – HR106

This form is to be completed by Employees and Managers of Employees who are leaving the Health Service Executive

This form is also used for Employees leaving and moving to another Health Service Executive Payroll Area

Please forward the form to your HR/Personnel Administration Department for processing.

Please complete in typed format (not handwritten) and Tick appropriate boxes.

Section 1. To be completed by the employee															
Surname:						First Name:									
Work Location						Personnel No.		D	D	M	M	Y	Y	Y	Y
Date of Birth		D	D	M	M	Y	Y	Y	Y	PPS No.					
Work Email Address															
PC Login Name															
List of Applications Used															
Last day of Employment						D	D	M	M	Y	Y	Y	Y		
Last day of employment will be Sunday for 5/5 Mon-Fri Employees, if last day worked is Friday. Last day of employment is last working day for all 5/7 Mon – Sunday Employees. All Annual Leave should be availed of prior to last day of employment as per HR Circular 017/2025 - Annual Leave and Notice Period for Resignations and Retirements. Link here: https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-017-2025-annual-leave-and-notice-period-for-resignations-and-retirements.pdf If employee has not exhausted Annual Leave, then last day of employment is last day on pay inclusive of Annual Leave/ Public Holiday Hours/ Toil hours owed. See Appendix 1 for guidance.															
Please Tick <input checked="" type="checkbox"/> if leaving and moving to another payroll area.															
Please state which payroll:															

Section 2. Reason for Leaving (To be completed by the employee)			
Please tick One that best describes your reason for Leaving/ Resigning			
Retirement (NB Please also complete HR107(a) Retirement Form)			
End of Training – New Role		End of Training – New Location	
Further Education – Return to Education		Further Education – Career Change	
Personal – Family/Caring		Personal – Work Life Balance	
Emigrate – Terms & Conditions		Emigrate – Career opportunity	
Emigrate - Travel		End of Contract	
New role better opportunity		Unsatisfied in current role	
Career opportunity different experience		Career opportunity more senior role	
Commute/transport difficulties		Cost of Living	
Dismissal		Death	
Voluntary Redundancy (without immediate payment of pension entitlements)		Exceeds retirement age – with no entitlement to pensions benefits (not a member of the HSE pension scheme)	
Section 3. Destination on Leaving (To be completed by the employee)			
I am going to work in: (For destination relating to Death, Dismissal, Retirement - The destination to be selected on SAP will be the same as the reason for leaving)			
Irish Private Healthcare Sector		Different country to work in Healthcare	
Non healthcare employment		Taking a break from employment	
Irish Public Health Service			



Name:

Personnel Number:

Section 4. Pension Contributions

If you have less than two calendar years of pensionable employment with a public sector body (e.g. the HSE), you may be eligible for a refund of your pension contributions, subject to income tax deductions in accordance with the Taxes Consolidation Act. Refunds are not automatic; they are processed on application.

If you have more than two calendar years of pensionable service and are not transferring to another public sector body, your pension benefits will be deferred or "preserved" until your normal retirement age. Although early drawdown may arise in the event of ill health or death.

Further information in relation to your pension options will issue to you from HSE Pensions shortly after your employment has ended.

Section 5. Correspondence Address (for receipt of written communications from the HSE)

Street Address:

Town/City:

County:

Eircode:

Country:

Phone No.

Mobile Phone No.

Personal Email Address for the purpose of Employee Self Service (ESS), and pensions correspondence.

Section 6. Bank Details *Please note all details are required including Sort Code, Account Number and IBAN

Note: Any change of bank details can only occur on the first day of any pay period. Please contact your payroll section for details of when change may be effective from. **It is your responsibility to ensure the change has been completed on payroll before making any amendments to your old or new bank account** (e.g. Cancel or set up of standing orders / direct debits, closing old account etc.)

Payee Name:

Bank Name

Bank Address

Sort Code*

Account No*

Bank Identifier Code (BIC)

SEPA Bank Account No (Full IBAN no dashes or spaces) *

Section 7. Employee Declaration

I declare that the above information is accurate and correct on the date indicated below. I authorise my employer to recover any monies owing by me from my final pay. I confirm that all expenses have been submitted for approval in advance of my leave date.

Any employee in any grade where the minimum point of the salary scale applicable to that grade is equal to or greater than the first point of the Grade VIII salary scale occupies a "Designated Position of Employment" and is reminded that they are required by the Ethics in Public Office Act 1995 and Standards in Public Office Act 2001 to submit an Annual Statement of Interest in respect of the year that they leave the HSE covering the period from 1 January in that year up to the termination date of their employment. This statement must be furnished during the month of January of following year. Further info is available [here](#) or by contacting ethicsinpublicoffice@hse.ie.

Signature:

Date:



Name:

Personnel Number:

Section 8 – 10. To be completed by the Line Manager

Section 8. Objects on Loan (if Applicable)

Please list HSE property items on loan below. (e.g. Laptop, Mobile Phone, Keys, travel pass etc.)

Item	Employee Initials	Line Manager Initials	Date of Return							
			D	D	M	M	Y	Y	Y	Y
			D	D	M	M	Y	Y	Y	Y
			D	D	M	M	Y	Y	Y	Y
			D	D	M	M	Y	Y	Y	Y

Have Items on loan been recovered Yes No

If no, please ensure that items are recovered before the employee departs.

Section 9. Reason for Leave Compensation and Leave Details

Payment in Lieu of outstanding Annual Leave/ Public Holidays may only be permitted in very exceptional cases such as retiring under ill-health grounds, dismissal or death in service. **No other circumstance will be considered.**

Reason for Leave Compensation. Please Tick Appropriate box (see **Appendix 2** for Guidance)

Dismissal	Permanent Infirmary	NCHD	Death in Service
Leave Due to the Employee	Entitlement accrued to leaving date (Hours)	Leave Taken (Hours)	Hours Due
Annual Leave (Confirmed)			
Public Holidays (Confirmed)			
Does Employee owe monies for Payroll Rationalisation Technical Adjustment in 2004?			Yes No N/A
Has Payroll details been updated to take account of Technical Adjustment recovery?			Yes No N/A
Does employee owe monies to HSE under Free Fees Initiative (FFI) Funding?			Yes No N/A

Section 10. Line Managers Declaration

I confirm that I have notified payroll in relation to the recovery of monies as outlined above and approved all outstanding expenses in advance of the employees leave date. I declare that the above information is accurate and correct.

Signature	Date	D	D	M	M	Y	Y	Y	Y
Name (Print)	Grade								
Contact Tel No	Decision Number (if applicable)								
Email Address									

Section 11. Hospital Manager/HR Manager Declaration

Signature	Date	D	D	M	M	Y	Y	Y	Y
Name (Print)	Payroll Area								
Contact Tel No									
Email Address									



Name:

Personnel Number:

Appendix 1

All Annual Leave should be availed of prior to last day of employment as per **HR Circular 017/2025 - Annual Leave and Notice Period for Resignations and Retirements**.

Link here: <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-017-2025-annual-leave-and-notice-period-for-resignations-and-retirements.pdf>

If an employee has not exhausted Annual Leave, then last day of employment is last day on pay inclusive of Annual Leave/ Public Holiday Hours/ Toil hours owed.

E.g. Last day of employment is 01.04.2025, annual leave not availed is 28hours, therefore last day on pay is 05.04.2025 (for employees working 7hour day)

If employees have part of a day not availed of, e.g. annual leave untaken is 30.50 hours, last day on pay is 05.04.2025 and employee should finish rostered day 2.5 hours early in the week running up to last working day.

For NCHD's – Last day on pay is last working day. Any annual leave/public holiday hours not availed of can be compensated for payment in Section 9.

Appendix 2

Payment in Lieu of outstanding Annual Leave/ Public Holidays may only be permitted in very exceptional cases, such as when an employee is approved for ill-health retirement, is dismissed or death in service.

NCHDs are the only active employee exception due to the rotation aspect of their post.

No other circumstance will be considered.