

Notification of deployment with the Rapid Response Corps – HR Form 116 (b) *HSE HR Circular 17/2008*

Please complete in Block Capitals/Tick appropriate boxes

Employee Details																								
Surname						First Name																		
Grade						Personnel Number																		
Location						PPS Number																		
Position Name						Position Number																		
I have been selected for deployment with the Rapid Response Corps.																								
Deployment details																								
To be deployed to the position of																								
With the following partner Agency																								
Country of Deployment																								
The deployment will be for a period up to three months from																								
Supporting documentation from Irish Aid / Partner Agency is attached										Yes	<input type="checkbox"/>	No	<input type="checkbox"/>											
Employee Declaration																								
I declare that the above information is accurate and correct on the date below. I undertake to notify my employer of any changes to this information.																								
Signature						Date																		
Leave details																								
Special leave with pay is granted for a MAXIMUM period of three months																								
From															To*									
Line Manager Declaration																								
I declare that the above information is accurate and correct on the date below.																								
* Note this date represents the maximum period that such paid leave can be granted – if the employee returns before this date I undertake to advise Human Resources & Payroll of the revised end date of this leave.																								
Name (Capitals)						Grade																		
Signature						Date																		
Contact Phone No:						Mobile No:																		
E-mail Address																								

If Faxing please ensure the employee's Name and Personnel Number are included for each page of form

Name _____ Personnel No. _____

To be completed by Human Resources, Personnel Administration

System Updated by (Print Name)

Signature

Date

Comments

Payroll Section To be completed on return to duty or expiry of leave

Total Salary paid during leave period

€

Total Fixed¹ Allowances paid during leave period

€

Employers Superannuation costs during period of leave

€

Employers Social Welfare costs during period of leave

€

Total Cost to be refunded from Irish Aid (Vote 29 for overseas development aid)

€

Name (Print)

Signature

Tel No

Date

¹ This figure is to include only those allowances that would normally be included with basic pay and should not include premium payments such as unsocial hours, overtime etc