

Understanding Relocation and Changeover Entitlements

Relocation Expenses for NCHDs on Rotational Training Schemes

1. Who is entitled to Relocation Expenses?

All NCHDs on rotational training schemes are entitled to relocation expenses.

2. What is the maximum amount you can claim for relocation expenses?

- The maximum amount you can claim is **€1000**.

3. What types of expenses are eligible for reimbursement under the relocation scheme?

- Legal fees, auctioneer's fees and stamp duty arising from relocating.
- Removal of furniture and effects.
- Storage charges.
- Insurance of furniture in transit.
- Cleaning stored furniture.
- Travel expenses related to removal (including travel for viewing and finding accommodation prior to rotation for the NCHD and a family member).
- Temporary subsistence while looking for accommodation (both prior to and post the changeover date). This was enacted in order to help NCHDs with temporary accommodation. It amounts to €195 per night for 5 nights and is not subject to vouching.

4. Are there any conditions for claiming these relocation expenses?

Yes, expenses are subject to vouching, except for the temporary subsistence allowance, as set out in the applicable Revenue guidelines.

5. How many relocation expenses can be claimed in a 12-month period?

- Two €500 relocation expenses can be claimed in a 12-month period, but the total claim amount cannot exceed €1,000.

6. Can the €1,000 maximum be drawn down in multiple instalments?

- Yes, the expenses may be drawn down in amounts to meet the needs of the NCHD.

7. How quickly should the employer pay these expenses?

Typically, any payment should be processed within 6 weeks or sooner.

8. What should I do if there is a delay in payment?

Changeover Rosters

1. When should I receive my roster?

A minimum notice period of 2 weeks will apply for provision of initial rosters.

2. What is the minimum amount of time off that must be provided before a changeover in the roster?

You must be provided with at least 24 hours off before changeover, with every effort made to provide you with 48 hours off-duty.

3. Do I notify my current employer about where I am rotating to?

Yes, if you are relocating to a new post more than 45 km away or have been rostered on-call for a different location, you should notify your current employer as soon as possible.

4. Can my roster be amended?

A minimum notice period will apply for changes to published rosters taking account of the need for shorter notice to respond to clinical need on an unplanned basis.

5. Who is responsible for drafting my roster?

It is the responsibility of your employer to draft and issue your roster.

6. What are my rights these rules are not followed?

It is a breach within your contract if you are not given adequate notice and time off before changeover. Please contact the IMO team at memberadvisoryunit@imo.ie or by phone on **01-676 72 73**