



Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive
Dr. Steevens' Hospital
Dublin 8

Tel: 01 6352319 Email: nationalhr@hse.ie

To:

- Chief Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officers**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHO**
- Each CHO Heads of HR**
- 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**
- Each Clinical Director**

From: Anne Marie Hoey, National Director Human Resources

Date: 23rd March, 2020

Re: HR Circular 016/2020: Addendum to HR Circular 12/2020 COVID-19 FAQs for Public Service Employers in relation to working arrangements and leave associated with COVID-19 (including updates on changes from the containment to delay phase) 13th March 2020

Dear Colleagues

Further to HSE HR Circular 12/2020 ([click here](#)) please find attached the following documents which are based on the guidance and sample self-declaration form for special leave with pay contained in the DPER FAQs:

- Guidance for public service employees in relation to COVID-19 self-isolation and self-quarantine notifications – **Appendix A**



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus

- Guidance for managers when notified of COVID-19 self-isolation or self-quarantine – **Appendix B**
- COVID-19 Self-Declaration Form for Public Health Service Employees for Special Leave with Pay¹ – **Appendix C**

As highlighted in HSE HR Circular 12/2020 and the DPER FAQs, employees who have been advised to self-isolate/self-quarantine *but are well* should be facilitated to continue to work from home where possible. Managers should explore options to enable employees in this situation to be as productive as possible to support the delivery of essential services. Special leave with pay should only apply in such instances where a temporary home working arrangement (which may involve reassignment to suitable alternative duties) is not feasible.

Where an employee is deemed by his/her manager to be eligible for special leave with pay, the employee may be required to complete the Self-Declaration Form for Special Leave with Pay (Appendix C) and submit to his/her manager as soon as possible. As outlined in the DPER FAQs, ***self-declarations should be retained on the employee's personnel file and should be subject to audit. The manager should ensure that this is complied with.***

Please ensure that arrangements are put in place for the distribution and implementation of these guidance documents and the Self-Declaration Form within your organisation / area of responsibility. Please ensure that managers are aware of their responsibility to adhere to the guidance for managers and to provide their staff with a copy of this documentation.

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments.

Queries from HR Departments on these guidelines and the Self-Declaration Form may be referred to Aoife O'Riordan Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: aoife.oriordan@hse.ie

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources

¹ This Form is intended for those employees who meet the criteria for special leave with pay as set out in the DPER FAQs but do not have access to medical certification.



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