



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Employee Relations Advisory Services
Human Resources Division
Health Service Executive
63-64 Adelaide Road
Dublin 2

Telephone (01) 6626966
Fax (01) 6626977

MEMORANDUM

To: National Director of Human Resources
Assistant National Directors of Human Resources
Employee Relations Managers
John Shaughnessy, Saolta Hospital Group
Josephine Hines, UL Hospital Group
Jackie Nix, Director of HR, HSE Mid-West PCCC Area

cc: Tom Walsh, ERPS
HR Managers, DATHs and Voluntary Hospitals
HR Managers, ID Sector
HR Managers, HSE Divisions

From: Norah Mason, Assistant Director of Human Resources

Date: 11 November 2015

Re: **RECORDING OF SICKNESS ABSENCE**

Ref: **ERAS006/2015**

Further to my memo of 3 July 2015 concerning sickness absence/pay issues (ref ERAS002/2015) I write to advise that following discussions between the National Director of Human Resources and the Staff Panel of Trade Unions it is agreed that the standardised sickness absence recording arrangement across the HSE adopted with effect from 1 August 2015 will be backdated to 31 March 2014.

Therefore, with effect from 31 March 2014, rest periods/weekends will be counted for sickness absence purposes only when the absence spans the rest period/weekend (ie the employee must be absent on sick leave both before and after the rest period/weekend).

Queries on this memo should be directed to Employee Relations Advisory Services, telephone 01-662 6966, email info.t@hse.ie.

Regards.

Norah Mason