



**Stiúrthóra Náisiúnta
Acmhainní Daonna**
Feidhmeannacht na Seirbhísí,
Sláinte Ospidéal Dr. Steevens',
Baile Átha Cliath 8, D08 W2A8.

**National Director
Human Resources**
Health Service Executive,
Dr Steevens' Hospital,
Dublin 8, 08 W2A8

**www.hse.ie
@hselive**
t 01 6352319
e nationalhr@hse.ie

David Cullinane T.D.

8th June, 2022

PQ 26386/22 To ask the Minister for Health the number of occasions on which HSE employees have been docked pay for being late; the number that were late by less than 30 minutes; the number by less than 15 minutes; the number by less than 5 minutes, for each month of 2020 and 2021 and 2022 to date in tabular form; and if he will make a statement on the matter. -David Cullinane

Dear Deputy,

I refer to your recent parliamentary question which was sent to the HSE for response.

The information requested by the Deputy is not recorded centrally.

The HSE Code of Practice highlights the key role of managers to have close interaction with staff. The topics that should be addressed in the context of promoting adherence to the Code of Practice in the workplace include the following: scheduling and availing of annual leave entitlements during the leave year, rest breaks and rest periods, working hours and attendance arrangements, arrangements for recording of working time, etc.

Managers should maintain open channels of communication at all times about time management.

Local Time Returning Officers record hours worked, employee attendance and absences in the SAP Time Management module on the National integrated Staff Records and Pay Programme (NiSRP). All employees will have their contracted hours assigned to a Work Schedule Rule in SAP, which includes start, end and break times.

Yours sincerely,

**Marie O'Sullivan
National HR**