

HR 108 (C-19) COVID-19 Self Declaration Form for Special Leave with Pay

This Form should be read in conjunction with the current HSE HR Circular and DPER FAQs dealing for Public Service Employers in relation to working arrangements and leave associated with COVID-19, which can be accessed on the circulars section of the HSE website via this link:

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circulars-2020.html>

Section 1. Employee Details																					
Surname:										First Name:											
Grade:										Personnel No:											
Location:																					
Business Unit / Service Area:																					
Section 2. COVID-19 related self isolation																					
Number of days advised to Self isolate:																					
Commencing on:																					
Starting back to work:																					
Section 3. Declaration																					
I have read and understand the provisions of Special Leave with Pay for COVID-19 as set out in the current HSE HR Circular and DPER FAQs.															Yes						
I understand that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide ¹ confirmation of self-isolation/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.															Yes						
I understand that any overpayment of salary which may arise from non-compliance with the provisions of special leave with pay will be repaid.															Yes						
I have attached relevant documentation (where applicable)															Yes						
Employee Signature:																					
Date:																					
Section 4. Manager Approval																					
Manager Signature:																					
Date:																					

Data Protection

The data requested in this form will be used to process your application for Special Leave with Pay (COVID-19 related) and will be retained as part of your personnel record for the appropriate period of time and will be subject to audit. The employer will treat all information and personal data you give according to the GDPR and the HSE Data Protection Policy.

^[1] Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.