

Appendix B: Procedure for SLWP absence

Please refer to the current HSE HR Circular and DPER Guidance & FAQs for Public Service Employers in relation to working arrangements and leave associated with COVID-19, which can be accessed [here](#).

1 (a) Procedure for employees

1. Telephone your manager¹ as soon as possible prior to your scheduled start time/shift following the positive COVID-19 test result as would normally be the case for sick leave. You should give as much notice as possible to your manager so that alternative arrangements can be made to cover your absence.
2. You will be required to provide a completed self-declaration form and satisfactory evidence of a positive test for COVID-19. (Appendix C).
3. Your manager may approve the granting of Special Leave with Pay for COVID-19 (SLWP) if you meet the eligibility criteria and will record your absence as special leave with pay on the commencement date..
4. By applying for special leave with pay, you agree that in the event of non-compliance with the provisions of SLWP (including the requirement to provide bona fide² confirmation of a positive COVID-19 test result) existing procedures, including disciplinary measures, may be invoked.

1 (b) Procedure for managers

1. Employees who are required to stay at home following a positive COVID-19 test result must inform their manager as per sick leave requirements.
2. Managers should record the absence as special leave with pay and ask the employee to submit a completed self-declaration form and satisfactory evidence of a positive COVID-19 test including the date of the test. The arrangements for the recording and retention of this information will vary based on each organisation's payroll/HR processes and facilities.

¹ If your manager is not available, please contact another manager in your area or your local HR/Employee Relations Department. In rare situations where that is not possible, make a note of the date and times of call made and continue to try to contact your managers until contact is made.

² 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.

3. Managers should make employees aware of the need to stay in regular contact and advise them of occupational health and/or employee assistance programmes available to them as appropriate.

4. Managers should alert the employee to any follow up actions that are required, including occupational health referrals, the need to provide documentation and actions on their return to work.

5. Should the employee's absence continue beyond the SLWP limit (currently 5 calendar days), the manager should process any additional calendar days as ordinary sick leave.