



Oifig an Stiúirthóra 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

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To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHOs
Each Head of HR CHOs
Head of HR, PCRS
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
Director National Ambulance Service

From: Anne Marie Hoey, National Director Human Resources

Date: 4th January 2021

Re: HR Circular 001/2021- National Collection of Weekly Absence for COVID-19

Dear Colleagues,

Previous HR Circulars [007/2020](#), [008/2020](#), [018/2020](#) and [038/2020](#) advised of the requirements for the national collection of COVID-19 absence (including cocooning and caring arrangements), to be collected once weekly. Reporting of COVID-19 absence has been critical in assisting planning and co-ordination of the response to COVID-19.

Due to the recent surge of COVID-19 cases and associated healthcare employee absence I wish to advise that the provision of COVID-19 absence to National HR will

change from a fortnightly to a **weekly** reporting requirement. The fortnightly reporting cycle will therefore end on Tuesday 5th January 2021 with the reporting date of Wednesday 6th January 2021.

The weekly recording cycle of COVID-19 absence will commence on Wednesday 6th January with reports submitted at 12 noon Wednesday 13th January and each Wednesday thereafter.

I would like to take this opportunity to thank you for your on-going support with the provision of this dataset which continues to be a critical element in our response to COVID-19. It is very much appreciated.

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources