



Stiúrthóra Náisiúnta,
Acmhainní Daonna

Feidhmeannacht na Seirbhísí
Sláinte Ospidéal Dr. Steevens',
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To:

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- 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 of Human Resources

Date: 4th February 2022

Re: HR Circular 004/2022 - Revised arrangements for Special Leave with Pay for COVID-19 in the public service

Dear Colleagues

The Department of Public Expenditure and Reform has advised that the application of Special Leave with Pay for COVID-19 (SLWP) to civil and public service employees will change from **07 February 2022** (see attached note). The rationale for using SLWP continues to be to assist in the prevention of the onward spread of COVID-19 in the work premises. The change is to take account of revised isolation periods and the current public health advice.

SLWP will be applicable for a maximum of 10 consecutive calendar days for all new cases. This arrangement¹ applies to employees advised to self-isolate because they are displaying symptoms of COVID-19 and/or have received a positive PCR test result for

¹ Note that at any stage if an employee states that they feel well enough to work, but have tested positive for COVID-19 or are self-isolating because they were symptomatic, the employer may facilitate working from home instead of special leave with pay, if this is feasible and agreeable to both parties. The employee must not attend the work premises and must also follow medical and HSE advice as it relates to self-isolation.

COVID-19, or, in certain circumstances [as outlined on the HSE website](#), an antigen test. If an employee is unable to return to work after 10 consecutive calendar days they will move to ordinary sick leave arrangements.

The updated arrangement will come into effect for all new cases from **07 February 2022**.

Employees who are in receipt of SLWP prior to 7 February 2022 will continue to be subject to the time limits and conditions set out in [HSE HR Circular 073-2020](#).

Please note that while all new cases from 07 February 2022 will be subject to the maximum limit of 10 consecutive calendar days, the calculation of SLWP – premium payments for new cases will still apply to those who meet the eligibility criteria, as outlined in [HSE HR Circular 064-2020](#) and [HSE HR Circular 013-2021](#), subject to the maximum 10-day limit.

The arrangement relating to the application of SLWP is temporary. This arrangement (inclusive of the arrangement in place for those cases prior to 7 February 2022) will be kept under regular review and may change at short notice.

Please ensure that this Circular is brought to the attention of managers and staff within your area of responsibility.

Queries

Queries from individual employees or managers should be referred to local HR/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1800 444 925 Email: Ask.HR@hse.ie

Queries from HR/Employee Relations Departments on this Circular may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966 Email: info.t@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources