



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

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Health Service Executive

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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 of Human Resources

Date: 3rd February 2021

Re: HR Circular 10/2021 - Public Service Sick Leave Scheme - Change to Waiting days for DSP Illness/Injury Benefit and HSE HBS form for notification of DSP payments

Dear Colleagues

I wish to advise that Budget 2021 includes a measure for the number of 'waiting days' for Illness and Occupational Injury Benefit, which is paid by the Department of Social Protection (DSP), to reduce from 6 days to 3 days for all new claims from the end of February 2021.

Under the Public Service Sick Leave Scheme, the amount of illness benefit or occupational injury benefit which employees may be eligible to claim, subject to satisfying the relevant DSP qualifying conditions, is factored into the employee's sick pay payment from their employer. In the HSE, such DSP benefits are deducted at source by payroll. Further information on DSP illness benefit is available [at this link](#). Further information on DSP occupational injury benefit is available [at this link](#).

With effect from the 1 March 2021, the number of waiting days before illness/injury benefit is paid for all new claims will be three days. All health service employees need to be made aware of this change and the requirement for eligible employees to claim any benefit from DSP if their sickness absence exceeds three days.

In the HSE, a change to reduce the number of days from 6 to 3 with effect from 1st March 2021 has been implemented on SAPHR.

In addition to this change, all HSE employees should be reminded of the requirement to inform the HSE of the amount of illness/injury benefit they are eligible to receive from DSP during periods of medically certified absences. This requirement was introduced from 1 January 2018 in HSE HR Circular 005/2018 and arose because DSP ceased issuing notifications of employee illness/injury benefit payments directly to employers <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-005-2018-re-changes-to-payment-of-hse-sick-pay-and-occ-injury-benefit-by-DSP.pdf>

As the amount of illness/injury benefit payments employees may be eligible to receive can vary, it is essential that the employee obtains the information from DSP and informs their employer directly to assist in ensuring correct sick pay calculations for employees.

To support HSE employees with this notification requirement, HSE managers should bring the attached updated HSE HBS Form to the attention of all employees¹. HSE employees who are eligible to claim either illness benefit or injury benefit from DSP are required to complete the form and provide information on the amount of benefit that they are eligible to receive while on medically certified absences including any additional amounts they will receive for qualified adult or child dependant(s). Employees can obtain this information online from www.mywelfare.ie or directly from the social welfare offices (contact details are listed on the attached HBS form). As illness/injury benefit are not paid for the first six days of absence currently, and for the first three days from the 1 March 2021, the HBS form will only need to be completed in circumstances where employees' medically certified absences will exceed these waiting days. Employees should seek to obtain the information as soon as possible after their sick leave commences. Completed forms should be submitted by employees to their local payroll offices. In situations where employees are unable to return the HBS form, the information required on the form can be relayed by email to the local payroll office.

In addition to the above, HSE employees are also reminded of the requirement to submit a copy of the Statement they receive from DSP after their payments have been received in order to verify the amount received. In the case of illness benefit, a statement can be requested online. The attached HBS form sets out the relevant information in this regard. In the case of injury benefit, a statement will need to be requested directly from the DSP offices. The contact details are on the attached HBS form. Statements of all payments issued by DSP can also be requested on MyWelfare.ie for users who have a verified MyGovID account. This is an automatic service which issues a printable response immediately to the user's account. Further information on this service is set out on the attached HBS form.

As communicated previously, line managers have an essential role in the process of ensuring that employees submit information on their DSP illness/injury benefit to the HSE

¹ The HSE HBS form and notification process was first outlined in a National HR Memorandum of 15 February 2019.

so that the correct deductions for these payments from employees' sick pay can be made. In accordance with their obligations to manage employees' attendance under the HSE Managing Attendance Policy, all line managers should make employees aware through employees' induction and on an ongoing basis of this requirement during sick leave. All employees should be given copies of the attached HBS form so that they have copies when needed during sick leave. A copy of the HBS form will also be available online.

While the HSE makes deductions for DSP payments at source, Section 38 organisations may apply different arrangements with regard to recoupment of DSP benefits from eligible employees. Irrespective of the arrangements which apply, it is important that each Section 38 organisation informs employees of the reduction in the number of waiting days from 6 days to 3 days on new DSP Illness/Injury Benefit claims (effective from 1 March 2021) and make any administrative arrangements deemed appropriate to take account of this change.

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility including those in payroll. HSE managers should bring this Circular and the attached HSE HBS form to the attention of all employees in their area of responsibility, whether in electronic format or in hard copy.

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 on 1850 444 925 or ask.hr@hse.ie.

Queries from HR/Employee Relations Departments on other aspects of this Circular and related documents may be referred to Mary Ruane, Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: mary.ruane@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources



Need information and advice on COVID-19 Go to www.hse.ie/coronavirus