



Stiúrthóra Náisiúnta,
Acmhainní Daonna

Feidhmeannacht na Seirbhísí
Sláinte Ospidéal Dr. Steevens',
Baile Átha Cliath 8, D08 W2A8

National Director
Human Resources

Health Service Executive,
Dr Steevens' Hospital,
Dublin 8, 08 W2A8

www.hse.ie
[@hselive](https://twitter.com/hselive)

t 01 635 2319
e nationalhr@hse.ie

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: 25th March 2022

Re: HR Circular 011/2022 - Updated HR Circular on Collection of Covid-19 absence data

For Reference: previously issued relevant HR Circulars; HR Circular [007/2020](#), HR Circular [008/2020](#), HR Circular [018/2020](#), HR Circular [038/2020](#) and HR Circular [008/2022](#) on COVID-19 absence/attendance codes

Dear Colleagues,

The purpose of this circular is to set out the revised arrangements in regard to the relevant COVID-19 absence/attendance arrangement for the collection of COVID-19 absence data.

In difference to the arrangements set out in HR Circular [008/2022](#), consequent to increasing levels of staff absence due to COVID-19, the **weekly collection** of COVID-19 absence/ attendance data **will continue at present**;

- The arrangements for the **weekly collection** of COVID-19 absence/attendance data are:
 - The deadline for the receipt of the COVID-19 absence/attendance data will be 12 noon each Monday.

- COVID-19 absence/attendance data due at 12 noon each Monday will relate to the previous weeks reporting period (preceding Saturday to Friday);
- Weekly COVID-19 absence/attendance data should be submitted to Email: nationalabsence@hse.ie

Queries

For queries relating to the absence/attendance codes due to COVID-19, please contact nationalabsence@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources