



**Stiúrtóra Náisiúnta,
Acmhainní Daonna**

Feidhmeannacht na Seirbhísí
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Each Hospital Group CEO
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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: 19th April 2022

Re: HR Circular 012/2022 - Pandemic Special Recognition Payment

Dear Colleagues,

As you will be aware the Government decision on the 19th January 2022 directed the Department of Health to provide special additional financial recognition to those eligible frontline health care workers based on the particular additional risks they faced in the performance of their normal duty during the pandemic.

The purpose of this Circular is to implement this decision as it affects HSE / Section 38 employees.

General Features of the Recognition Payment

The 'Pandemic Special Recognition Payment' full value is worth €1,000, free of all taxes. Eligible employees must have been employed between 1st of March 2020 and 30th of June 2021 and have been identified as working in COVID-19 exposed healthcare environments. For part-time employees, the payment will be pro-rated on the following basis:

1. Employees whose contracted hours are equal to or greater than 60% WTE for their grade shall receive €1,000;
2. Employees whose contracted hours are less than 60% WTE for their grade shall receive €600.

Employees who worked less than 4 weeks in the specified period are not in scope.

Processing

Ordinarily, all eligible employees employed for the duration of the period shall have their payment processed automatically by their local HR. For those employees who left, or moved employment within the period, they will be required to complete the attached Declaration Form to request payment. This should be submitted by the 30th June 2022.

- Wage Type 2592 should be used for administrating payment of the Pandemic Special Recognition Award in **SAP Payroll Areas**.
- Pay Element 3870 should be used for administrating payment of the Pandemic Special Recognition Award in **ResourceLink Payroll Areas**.

The full details of this measure, and its application, are set out in the FAQ. It is important that these are read carefully.

Employers are requested to give immediate effect to this Circular and to implement payment as soon as possible through their relevant HR and Payroll systems.

Attached are the following Appendices:

- Frequently Asked Questions
- Updated Sequencing of Covid-19 vaccination of Frontline Health Care Workers” Version 1.1 19th of January 2021 available [here](#).
- CCO Risk Assessment document
- Declaration Form (certain groups – see FAQ)

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 individual employees Tel: 1800 444 925 Email: ask.hr@hse.ie

Queries from HR/Employee Relations Departments in relation to this memorandum may be referred to National Employee Relations, Tel: 01 6626966, Email info.t@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources