



**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 of National Ambulance Service**

**From:** Anne Marie Hoey National Director Human Resources

**Date:** 12<sup>th</sup> March 2021

**Re:** HR Circular 013/2021 Special Leave with Pay for COVID-19 – Premium Payments

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Dear Colleagues

I refer to **HSE HR Circular 64/2020** and the provision at section 1(iv) in relation to calculating the unsocial hours premium pay element of Special Leave with Pay for COVID-19 (SLWP):

*(iv) The methodology for determining this element of Special Leave with Pay will be based on an average of the employee's unsocial hours premium payments over the 6-week period immediately prior to the commencement of the employee's absence.*

Following engagement with the staff panel of health sector unions and associations, it has been agreed that the premium payment element of SLWP may be calculated on the basis of either of the following two options:

- (i) the 6-week lookback/averaging rule as set out above, **or**
- (ii) the roster that the employee was scheduled to work in the forthcoming period but for their absence provided the duration of the roster is at least 6 weeks and is in place on the day prior to the period of absence covered by SLWP. If the roster that is in place on the day prior to the commencement date of the employee's absence does not cover the next 6 weeks, the 6-week lookback at (i) must apply.

Please note that the new option (ii) may only apply to employees whose absence on SLWP commences after the date of this Circular i.e. absences after 12<sup>th</sup> March 2021. Employees whose absence commenced prior to or on 12<sup>th</sup> March 2021 will be covered by the original 6-week lookback/averaging rule under (i). This is to ensure proper application of the new option.

Both methodologies are designed to ensure that the amount of SLWP granted to eligible employees is a fair and accurate reflection of the individual's normal weekly remuneration in line with the WRC agreement.

As previously advised, 'unsocial hours premium earnings' is an umbrella term that refers to a variety of premium payments/allowances based on an employee's rostered hours of work which vary depending on the roster worked in a specific period. It includes, but is not limited to, night duty (T1/4), time and one-sixth (T1/6), Saturday allowance, Sunday premium, regular on-call etc. The calculation excludes overtime payments with the exception of regular and rostered overtime payments.

Please refer to the specific conditions set out in HSE Circular 64/2020.

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

## Queries

Queries from individual employees or managers should be referred to local HR Departments/ Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1850 444 925 E: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Queries from HR Departments in relation to this Circular may be referred to Anna Killilea, Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966 Email: [anna.killilea@hse.ie](mailto:anna.killilea@hse.ie)

Yours sincerely



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**Anne Marie Hoey**  
**National Director – Human Resources**



Need information and advice on COVID-19 Go to [www.hse.ie/coronavirus](http://www.hse.ie/coronavirus)