



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
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To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officers
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO Heads of HR
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

From: Anne Marie Hoey, National Director Human Resources

Date: 25th March, 2020

Re: HR Circular 016/2020: Addendum to HR Circular 12/2020 COVID 19 FAQs for Public Service Employers in relation to working arrangements and leave associated with COVID-19 (including updates on changes from the containment to delay phase) 13th March 2020

Dear Colleagues

Further to HSE HR Circular 12/2020 ([click here](#)) please find attached the following documents which are based on the guidance and sample self-declaration form for special leave with pay contained in the DPER FAQs:

- Guidance for public service employees in relation to COVID-19 self-isolation and self-quarantine notifications – **Appendix A**



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- Guidance for managers when notified of COVID-19 self-isolation or self-quarantine – **Appendix B**
- COVID-19 Self-Declaration Form for Public Health Service Employees for Special Leave with Pay¹ – **Appendix C**

In accordance with the DPER FAQs, appropriate medical/HSE confirmation of the need to self-isolate/self-quarantine and/or a diagnosis of COVID-19 will be required. In the event that written confirmation is not available, the recording of medical or HSE advice to self-isolate /self-quarantine will take the form of a self-declaration. This does not mean that employees can voluntarily choose to self-isolate/self-quarantine. Medical/HSE advice will be required, however the reporting of same will take the form of a self-declaration where the employee does not have access to written medical certification. In such cases the employee will be required to complete the Self-Declaration Form for Special Leave with Pay and submit to his/her manager for approval (Appendix C).

As highlighted in HSE HR Circular 12/2020 and the DPER FAQs, employees who have been advised to self-isolate/self-quarantine as a precaution *but are well* should be facilitated to work from home where possible. Managers should explore options to enable employees in this situation to be as productive as possible to support the delivery of essential services, including assignment to other duties which would more effectively facilitate working from home. In these instances, special leave with pay will only apply where a temporary working from home arrangement is deemed not feasible in the particular case.

Where an employee is deemed by his/her manager to be eligible for special leave with pay, the employee may be required to complete the Self-Declaration Form for Special Leave with Pay (Appendix C) and submit to his/her manager as soon as possible. As outlined in the DPER FAQs, the self-declaration form, where applicable, will be retained on the employee's personnel file and will be subject to audit.

Please ensure that arrangements are put in place for the distribution and implementation of these guidance documents and the Self-Declaration Form for Special Leave with Pay within your organisation / area of responsibility. Please ensure that managers are aware of their responsibility to adhere to the guidance for managers and to issue their staff with a copy of this documentation. Managers should clearly communicate to employees the information required to be provided in

¹ This Form is intended for those employees who meet the criteria for special leave with pay as set out in the DPER FAQs but do not have access to medical certification.



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relation to COVID-19 self-isolation and self-quarantine and the notification process to be followed.

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments.

Queries from HR Departments on these guidelines and the Self-Declaration Form may be referred to Aoife O’Riordan Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: aoife.oriordan@hse.ie

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources



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