



Oifig an Stiúrthóra 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

Tel: 01 6352319 Email: nationalhr@hse.ie

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO HR Manager
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 of Human Resources

Date: 24th March 2021

Re HR Circular 016/2021- Revised arrangements for Monthly and Weekly Absence Reporting

Dear Colleagues

The purpose of this circular is to two-fold;

1. To set out the revised arrangements for the collection of monthly absence reporting as previously set out in **HSE HR Circulars 08/2008 and 007/2010**. Accompanying these revised arrangements are the National Absence Instructions 2021 (Appendix 1), setting out the requirements for the provision of accurate and consistent absence reporting at national level;
2. To set out the revised arrangements of Weekly COVID-19 absence data, by way of an update to those previously set out in HSE HR Circular 001/2020.

Revised Arrangements for Monthly National Collection of Absence Data

The timelines for the submission of monthly national absence data will **change** from the current timeline of 6 weeks in arrears to that as set out below:

- For the **March 2021** monthly national absence reporting period, the new deadline for submission of absence data is **19th April 2021** and;

- Thereafter, monthly national absence data must be submitted on the **19th** of every month for the prior month.

For SAP HR integrated SAP agencies the monthly absence data will be sourced from HBS SAP COE. It is critical for these agencies that **all absences** are recorded on SAP HR by the **19th of the month**, for the prior month's period, so that the absence rate is reported accurately.

For non-SAP HR agencies the absence reporting template provided by Strategic workforce Planning & Intelligence must also be submitted in accordance with the above timelines.

Revised Arrangements for Collection of Weekly COVID 19 Absence Data

The frequency for the collection of weekly COVID 19 absence will change from its current weekly collection to **fortnightly** collection as follows:

- The final weekly COVID-19 absence data is due to be returned on the **24th March 2021**;
- The next deadline for submission of COVID-19 absence will be by 12 noon, **7th April 2021** and;
- Thereafter each **fortnight** on Wednesday by 12 noon

Queries

Queries from individual employees or managers should be referred to local HR departments. For queries in relation to the Covid-19 absence codes, please contact nationalabsence@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources