



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

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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
Anne O' Connor, Chief Operations Officer

Date: 28th March 2020

Re: HR Circular 018/2020: Update to HR Circular 007/2020 & 008/2020:
Urgent Requirement to report HSE National Collection of Twice Weekly Absence for COVID-19

Dear Colleagues,

HR Circular [007/2020](#) and HR Circular [008/2020](#) advised of the requirement of HSE national collection of daily absence and subsequent changes in the arrangements regarding **monthly employee absence** reporting consequent to our response to COVID-19. HR Circular 008/2020 advised on the development of a new **Paid Absence Code 'COVID19-Paid Leave** issued to the system for use across SAP sites to record employee absence specifically relating to COVID-19 along with the notification of a revised template as part of the normal monthly process¹. Monthly templates have now issued to all relevant (non-SAP) areas.

Given the dynamic nature of the required response of our services to COVID-19, to support responsive decisions there is a **mandatory** requirement for concurrent data on absence. Therefore, the purpose of this circular is to set out the requirement and approach for the collection of national absence data, specifically related to COVID-19 which is required to be **reported twice weekly (Monday & Thursday by not later than 12 midday)** from all Hospital Groups, Community Healthcare Organisations and National Functions.

¹ The requirement for the measurement of all absence data is set out within HSE HR Circular 008/2008 and HSE HR Circular 007/2010, with the primary purpose of establishing a national public health service wide reporting process of monthly percentage absence rates by agency and staff category. The collection and reporting of monthly absence data is managed by the Strategic Workforce Planning and Intelligence Unit National HR. For fully operational integrated SAP sites, absence data is extracted from the Bex Analyser database directly. All other HSE areas and Section 38 agencies are required to submit absence returns on the National Absence template to nationalabsence@hse.ie

This critical dataset will provide a current view of the total numbers of employees by staff category absent due to reasons related to COVID-19.

For HSE only agencies (Statutory) and for all fully integrated SAP sites, HBS HPSA has agreed to provide daily absence reporting for COVID-19 directly to National HR. For Section 38 agencies that are not recorded on SAP HR, a reporting template to record absence due to COVID-19 will be issued to each HR Hospital Group and HR Community Health Organisation from Strategic Workforce Planning & Intelligence for completion and return to nationalabsence@hse.ie twice weekly. Reporting is mandatory and critical in assisting national planning and co-ordination in the response to COVID-19

Queries

For queries relating to the reporting of National absence template (twice weekly) due to COVID-19, please contact nationalabsence@hse.ie.

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources



Anne O' Connor
Chief Operations Officer



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus