



## HEALTH SERVICE EXECUTIVE

### Pandemic Absence Sick Leave Procedure & Reporting

The procedure for reporting illness relating to Pandemic Absence supplements the HSE's Managing Attendance Policy and describes the procedures to be followed in the event of a declared Pandemic Event. The basic principles which underpin the philosophy of managing attendance within the HSE are enshrined within this supplement.

For all other illness the HSE Managing Attendance Policy should continue to be applied.

#### **Procedure for reporting absence resulting from a Pandemic illness and returning to work:**

Employees are required to inform their manager that they will be unable to attend work due to Pandemic illness in accordance with the following procedure:-

- On the first day of absence, an employee should contact his/her manager at the earliest possible opportunity to advise of their inability to attend work because they are experiencing symptoms associated with the pandemic outbreak.
- The employee should be advised to contact diagnostic services that have been put in place as per nationally communicated advice (flu clinic) or their GP and to report back to the line manager when this has been completed.
- The employee must confirm that they have been in contact with the emergency diagnostic procedures or GP and have been advised that they have the symptoms associated with the pandemic quoting any reference numbers they have been given, if appropriate.
- The line manager will record the employee's pandemic illness locally so that the information can be sent to their Human Resources Department as per the prescribed procedure (detail below) to ensure pandemic illness levels can be monitored throughout the HSE. In addition line managers must notify all Influenza-like illnesses in Healthcare workers to Occupational Health in line with the HPSC Protocol for Surveillance of Influenza-like Illness in Healthcare Workers during Pandemic
- *A medical certificate will be required in line with the HSE Managing Attendance Policy until such time as National direction dictates otherwise. When such direction is given a medical certificate will only be required after 10 days absence.*
- When the employee is fit to resume duty he/she must make contact with the appropriate manager as soon as possible but no later than on the day prior to return so that the manager may make the necessary arrangements for return (rostering, etc)
- The returning employee must ensure that they have completed their prescribed course of treatment in full and confirms this to their line manager and confirms their fitness to resume duty.
- As stated above the line manager must notify their Human Resource Dept when an employee suffered from the Pandemic Illness using the procedure described below so that this information can then be collated to allow accurate national recording and reporting of pandemic illness within the employee population.

#### **Monitoring Pandemic Sick Leave**

- During a pandemic emergency each service site should separately record and monitor all sick leave relating to the pandemic. This information should be consolidated at each service site and reported to the Area Human Resource Department on a daily basis by 12 noon to the e-mail address provided below

- The data required is: **grade / staff category, location.**

<b>HSE Administrative Area</b>	<b>HR E-mail Address</b>
HSE Dublin Mid-Leinster	<a href="mailto:pandemicsickleavedml@hse.ie">pandemicsickleavedml@hse.ie</a>
HSE Dublin North-East	<a href="mailto:pandemicsickleavedne@hse.ie">pandemicsickleavedne@hse.ie</a>
HSE West	<a href="mailto:pandemicsickleavewest@hse.ie">pandemicsickleavewest@hse.ie</a>
HSE South	<a href="mailto:pandemicsickleavesouth@hse.ie">pandemicsickleavesouth@hse.ie</a>
HSE Shared Services	<a href="mailto:pandemicsickleavess@hse.ie">pandemicsickleavess@hse.ie</a>
HSE Corporate	<a href="mailto:pandemicsickleavecorp@hse.ie">pandemicsickleavecorp@hse.ie</a>

- Area HR departments should submit the consolidated report relating to their Administrative Area to the National HR Department [pandemicsickleavenhr@hse.ie](mailto:pandemicsickleavenhr@hse.ie) by 3 pm each day.

**September 2010**