



Príomhoifigeach Daoine

Feidhmeannacht na Seirbhísí
Sláinte Ospidéal Dr. Steevens',
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To:

- Chief Executive Officer**
- Each Regional 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 National Ambulance Service**

From: John Delamere, Acting Chief People Officer

Date: 5th July 2024

Subject: HR Circular 017/2024 – Spreadsheet re Temporary Scheme of Paid Leave for public health service employees unfit for work post COVID-19 infection

Dear Colleagues

I refer to HSE HR Circular [014/2024](#) - *Extension of the Temporary Scheme of Paid Leave for Public Health Service Employees Unfit for Work Post COVID-19 Infection until 30th June 2025* [here](#). As advised in the Circular, the Department of Public Expenditure, NDP and Reform, has sanctioned the extension of the Special Scheme of Paid Leave for a 12-month period which will conclude on **30th June 2025**. As also advised, continued support for eligible employees under the Scheme is conditional on each employee's compliance with their employer's HR policies governing sickness absence, managing attendance and rehabilitation, and reviews by the

employer's Occupational Health Physician (OHP)¹ every 3 months. Employees are required to give their written consent to these 3-monthly OH reviews and the specific data request from these OH reviews will be shared between the employee's line manager and an appropriate HR manager. The HR manager will be responsible for inputting the data on the attached excel spreadsheet.

Who should complete and return the Excel Spreadsheet

In the case of HSE employees, existing Group Directors of HR for the Hospital Group and Heads of HR for the CHO and HSE Corporate Offices are asked to oversee the return to HSE National Employee Relations for HSE employees only in their existing areas of responsibility. Group HR Directors of the Hospital Groups should only make returns for HSE hospital employees as Section 38 hospitals will make a separate return for their employees. As restructuring/new role assignment takes place over the coming months, senior HR Managers whose roles have changed must ensure that this requirement is transferred to another appropriate senior HR manager, and that they are briefed on these requirements.

Each Section 38 organisation must identify an appropriate HR manager to complete and return the attached excel spreadsheet in respect of the employees in their organisation.

The specific information requested from the Occupational Health assessment will be shared between the line manager and appropriate HR manager. The HR manager will then be required to ensure that this information along with the details requested in tabs 2 and 3 is inputted into the attached excel spreadsheet. See **Tab 1 Introduction** of the spreadsheet for instructions on completion and timelines.

The spreadsheet is designed to ensure that only **anonymised non-identifiable data** will be provided by each employer to the Department of Health (via HSE National Employee Relations). Each employee should have a unique identifier so that the information is anonymised but trackable from one quarterly return to the next i.e. employee 1 in XX Hospital/CHO/Corporate Office in review 1 should still be employee 1 in that Hospital/CHO/corporate office throughout the second, third and fourth reviews to ensure that their progress is trackable. Similarly, employee 2 in XX Hospital/CHO/corporate Office in review 1 should still be employee 2 in that Hospital/CHO/Corporate Office during the second, third and fourth reviews to ensure that their progress is trackable.

¹ This includes external Occupational Health Physicians who are engaged by Section 38 employers which do not directly employ an OHP.

This spreadsheet must be updated by each employer every 3 months in line with the dates set out in HSE Circular 14/2024 (see also Tab 1 of the spreadsheet) in respect of each employee following their OHP review and submitted to HSE National Employee Relations (NER) no later than 1 week thereafter.

Return to National Employee Relations

The attached excel spreadsheet should be completed and returned by the appropriate HR manager to David Tyrell, HSE National Employee Relations (NER), david.tyrell@hse.ie. The deadline for the first return to HSE NER is **23 August 2024**.


HSE NER will then provide a single anonymised collated return, in excel format, that facilitates the tracking over the 12 months of each anonymised employee on the Special Scheme to the Department of Health, *no later than 1 week after each OHP review deadline* as set out in HSE HR Circular 14/2024 and the Introduction tab of the excel spreadsheet.

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Employee Helpdesk is also available to take queries on 1800 444 925 or email: Ask.HR@hse.ie.

Queries from HR Departments on the contents of this Circular may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966, Email: info.t@hse.ie.

Yours sincerely



John Delamere
Acting Chief People Officer