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Acmhainní Daonna

Feidhmeannacht na Seirbhísí
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- Each Group Director of Nursing & Midwifery**
- Each Group Director of Midwifery**
- Each Clinical Director**
- Director National Ambulance Service**

From: Anne Marie Hoey, National Director of Human Resources

Date: 9th March 2022

Re: HR Circular 008/2022 - Updated HR Circular on Absence/Attendance Codes and Collection of Covid-19 absence

For Reference: previously issued relevant HR Circulars; HR Circular [007/2020](#), HR Circular [008/2020](#), HR Circular [018/2020](#) and HR Circular [038/2020](#) on COVID-19 absence/attendance codes

Dear Colleagues,

The purpose of this circular is to set out the revised arrangements in regard to the relevant COVID-19 absence/attendance **codes** for reporting, subsequent to the revised guidelines from the Department of Public Expenditure and Reform (DPER) for Public Service Employers during COVID-19 as outlined in HR Circular 005/2022 ([link here](#)) and HR Circular 07/2022 regarding updated Occupational Health Guidance dated 1st March 2022 ([link here](#)). This circular also sets out the revised arrangements for the **collection** of COVID-19 absence data.

1 Revised arrangements in regard to COVID-19 absence/attendance codes

In accordance with the guidance set out in HR Circular 005/2022, absence code **0403 COVID-19 SLWP** will only apply when an employee is required to self-isolate **and** is displaying symptoms of COVID-19, or had a positive PCR test / or for those under 40

who have registered a positive antigen test on the HSE portal. Medical or HSE advice should be followed. The HSE sets out the latest criteria for self-isolation at this [link here](#).

Appropriate medical/HSE confirmation of the need to self-isolate and/or diagnosis of COVID-19 will be required for the duration of the absence. This code will continue to remain in place for use as required.

Absence/Attendance codes **0406 COVID-19 Available to work Cocoon** and **0407 COVID 19 Available to work Caring arrangements** will be made obsolete on 31st March 2022. From the 1st April 2022 these codes will no longer be available for use.

2 Revised arrangements for the collection of Covid-19 absence/attendance data

The below detail sets out the revised arrangements for the collection of COVID-19 absence/attendance data;

- **Weekly collection** of COVID-19 absence/ attendance data will **continue** for the month of March 2022 inclusive, from which such time it will move to fortnightly as set out below;
- The arrangements for the **fortnightly collection** of COVID-19 absence/attendance data are:
 - The deadline for the receipt of the first **fortnightly** COVID-19 absence/attendance data will be 12 noon on Monday 11th April, with the second and final reporting date 12 noon on Monday 25th April;
 - COVID-19 absence/attendance data due at 12 noon on Monday 11th April will relate to the fortnightly reporting period of 28th March to 10th April 2022;
 - Fortnightly COVID-19 absence/attendance data should be submitted to Email: nationalabsence@hse.ie
- From 26th April 2022 onwards, the data collection and reporting process for COVID-19 absence reporting will be that currently in place as part of the **monthly** National Health Service Absence Report;
- As a reminder, from 31st March 2022, only absence code **0403 COVID-19 SLWP** will be available for reporting COVID-19 absence reporting.

Queries

For queries relating to the absence/attendance codes due to COVID-19, please contact nationalabsence@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources