



Stiúrthóra Náisiúnta,  
Acmhainní Daonna

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**To:**

- Chief 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**
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- 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:** Anne Marie Hoey, National Director of Human Resources

**Date:** 27<sup>th</sup> May 2022

**Subject:** HR Circular 017/2022 - Updated HR Circular on National Absence Reporting and the collection of Monthly Absence Data

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*For Reference: previously issued relevant HR Circulars; HR Circular [008/2008](#), HR Circular [007/2010](#) and COVID related HR circulars; HR Circular [007/2020](#), HR Circular [008/2020](#), HR Circular [018/2020](#), HR Circular [038/2020](#), HR Circular [007/2021](#) and HR Circular [008/2022](#) on COVID-19 absence/attendance codes.*

Dear Colleagues,

The purpose of this circular is to set out the arrangements in regard to the national monthly absence report for the collection and management of absence data.

Measurement of absence is critical from a national perspective as absence data is a key enabler to support effective absence management which can importantly support service delivery. The HSE **National Service Plans** set absence rates as a key performance indicator (KPI) with the objective of reducing the impact and cost of absence. The latest NSP (NSP 2022) commits to a **new national target** level of less than or equal to **4%**.

The National Absence Report is a critical health service report used both internally and externally and it is vital that all returns are received by the **19<sup>th</sup> of each month** so that absence levels can be reported within the timeframe required.

The National Absence instructions for 2022 are now available [click here](#).

**Queries:**

For queries relating to the absence management, please contact [nationalabsence@hse.ie](mailto:nationalabsence@hse.ie).

Yours sincerely

A handwritten signature in blue ink that reads "Anne Marie Hoey". The signature is written in a cursive style with a loop at the end of the last name.

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**Anne Marie Hoey**  
**National Director of Human Resources**