

## HSE Temporary Rehabilitation Remuneration (TRR) Top-Up payment Application Form–HR 118

This form is to be used by employees who have 1) returned to work from sick leave and have received payment of Temporary Rehabilitation Remuneration (TRR) on the basis of 37.5% of pay and 2) who understand that they would be entitled to a higher payment for TRR under the ill-health retirement provisions of the *Health Service Executive Employee Superannuation Scheme 2010*. In general employees would require at least 20 years' full time pensionable service for any potential top up payment to be due (see Note 1).

As outlined in HSE HR Circular 24/2023, a "top up" model will operate for a transitional period of five years from 4 September 2023. Any TRR 'top-up' payable will be the difference between the amount payable at 37.5% of pensionable remuneration and the amount of the TRR payment under the HSE Superannuation Scheme 2010. Employees and line managers should consider the eligibility requirements and the applicant's level of pensionable service prior to completing this application form and submitting to the relevant local Superannuation Department.

Where applicable, please complete online.

Section 1. To be completed by the Employee													
Surname:							First Name:						
PPS No							Date of Birth	D	D	M	M	Y	Y
Grade							Personnel Number						
Work Address/Location													
I wish to apply for the			TRR Top up payment covering the period:										
			C										
From (insert date TRR at 37.5% commenced)	D	D	M	M	Y	Y	To (insert end date for which TRR at 37.5% was paid)	D	D	M	M	Y	Y
I confirm that I have a minimum of twenty years' full time service in the public health service (see Note 1)													
Signed							Date						
							D D M M Y Y Y Y						
Name (print)							Contact Tel No:						
Section 2. To be completed by the Line Manager													
I confirm that this employee is eligible for TRR at 37.5% of pensionable remuneration (see Note 2)								Yes <input type="checkbox"/> No <input type="checkbox"/>					
I confirm that this employee has a minimum of twenty years' service (see Note 1)													
I recommend that this application for the TRR Top-Up calculation is carried out								Yes <input type="checkbox"/>				No <input type="checkbox"/>	
Signature							Date						
							D D M M Y Y Y Y						
Name (Print)							Grade						

Contact Tel No	E-Mail Address
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**Section 3. To be completed by Senior HR (Head of HR, Employee Relations manager etc) (Form to be forwarded to line manager upon completion of this section for onward submission of form to Superannuation, if recommended that top up calculation is carried out)**

I confirm that the information provided on this form is correct:	Yes
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I recommend that this application for the TRR Top-Up calculation is carried out:	Yes <input type="checkbox"/>	No
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If no, please outline reason:

Signature	Date								
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Name	Grade
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Contact Tel No	E-Mail Address
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**Section 4. To be completed by Pensions Management/Superannuation Department (Form to be forwarded to Line Manager upon completion of this section)**

The employee is eligible for Top-Up payment of TRR	Please tick
	Yes : <input type="checkbox"/>
	No: <input type="checkbox"/>

Details of Top-Up payment:

(A) Total TRR at 37.5% already received for the application period €(                    )

(B) TRR payment for the application period based on ill-health pension rules: €(                    )

Top-Up payment approved for period (B –A): €(                    ) (Top Up wage type - WT7213)

Signature	Date	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
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Name	Grade
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Contact Tel No	E-Mail Address
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**Section 5. To be completed by the Line Manager**

**Note as the line manager it is your responsibility to:**

1. Advise the applicant of the outcome of their top-up application i.e. whether a top-up in addition to the 37.5% payment will be made

**If approved:**

2. Notify employee of the rate of TRR top-up to be paid	Done <input type="checkbox"/>
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3. Complete and submit STPD form to your local Financial Shared Services Payroll for payment of the top-up amount to the employee – TRR Top Up Wage Type: 7213 (see Note 4)		Done	<input type="checkbox"/>						
4. Monitor the sick leave of the employee during the period		Done	<input type="checkbox"/>						
5. E-mail copy of form to local HR/Employee Relations		Done	<input type="checkbox"/>						
Signature	Date	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
<b>Section 6. Processing Payment – Submit completed STPD form to your designated Financial Shared Services Payroll Dept. for processing (see Note 4)</b>									
Infotype 0014 WT 7213		Done	<input type="checkbox"/>						
Signature	Date	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

Note 1: Twenty years ‘service’ refers to the applicant’s entire period of public sector service expressed as a whole-time equivalent, it does not refer to the applicant simply being 20 years in employment. For example a person who has been employed for 20 years on a job-sharing basis, i.e. working 50% of their whole-time equivalent, will only have accumulated 10 years ‘service’. That applicant would require to have been in employment for 40 years as a job-sharer to satisfy the minimum 20 year service requirement.

Note 2: To be eligible for TRR at 37.5% of pensionable remuneration, the employee concerned must have accrued a minimum of two years’ service; and there must be a reasonable prospect that the employee will return to work and deliver regular and effective service. Management should take on board the medical advice of Occupational Health when making such a determination. For those with more than one period of employment in the Public Service, the service requirement can be satisfied by aggregating these multiple employment periods, as long as there is no break in service of 26 weeks or more.

Note 3: To be eligible for TRR under the HSE Superannuation Scheme rules, the employee must have an aggregate of 5 years’ pensionable service and there must be a reasonable prospect that the employee will return to work and deliver regular and effective service.

Note 4: For SAP Payroll Areas, please forward completed STPD (Short Term Payment and Deduction) form to your Financial Shared Services Payroll Dept. (North West – submit to local payroll area) to include Top Up WT:7213 and cash value of payment (see section 4). Non SAP Payroll may have a different process for the top up payment.



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## Temporary Rehabilitation Remuneration Declaration

### Declaration under Section 51 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012

To be completed by persons availing of a Temporary Rehabilitation Remuneration as a member of a Public Service Pension Scheme in Ireland with a commencement date on or after July 28<sup>th</sup> 2012.

Please indicate if any of the following apply

1) Are you in receipt of any Retirement Benefit(s) or any Preserved Pension / Lump Sum from any Irish Public Service Pension Scheme?

Yes No

2) Are you entitled to receive any Retirement Benefit(s) or any Preserved Pension / Lump Sum from any Irish Public Service Pension Scheme?

Yes No

If you have answered Yes to either (1) and/or (2) above, please complete details hereunder and furnish a copy of any supporting documentation which you have received from any previous Irish Public Service employers.

Irish Public Service Pension Benefit in Payment / Preserved Public Service Pension Benefit Entitlement	
Description (Benefit Type) e.g. Current/Preserved Occupational Pension and/or Retirement Lump Sum	
Annual Gross Pension Value	€
Annual Preserved Pension Value	€
Number of Years of Accrued Pensionable Service	
Paying Authority	

I hereby declare that the information provided above is complete and correct.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_  
(Block Capitals)

PPS No.\*: \_\_\_\_\_

Date: \_\_\_\_\_

**\*If you have more than one PPS Number, please provide all of your PPS Numbers.**