



Memo

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 CHO
Each Head of HR CHO
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: Anne Marie Hoey, National Director Human Resources

Date: 6th October 2022

Subject: HR Memo – Public Service Sick Leave Scheme and Department of Social Protection Illness/Occupational Injury Benefit Payments

Dear Colleagues,

I refer to HSE HR Circular [005/2018](#), which addressed the payment of sick pay in the HSE and the change introduced by the Department of Social Protection (DSP) around the notification of Illness/Occupational Injury Benefit payments to employees.

The purpose of this Memorandum is to remind managers and employees of their responsibilities to comply with the requirements outlined in HR circular 005/2018, and the subsequent National HR Director Memorandum of 15 February 2019 (see attached). Compliance with the requirements is mandatory and will avoid under or over payments of sick pay to employees. Failure to comply and provide the DSP information required may result in employees' sick pay being discontinued/withheld.

To clarify, under the Public Service Sick Leave Scheme, the Illness Benefit/Occupational Injuries Benefit payment which HSE employees (Class A/Class D PRSI) are eligible to receive from DSP is factored into the calculation of sick pay.

DSP pays Illness/Injury Benefit directly to employees, and HSE Time Returning/Payroll/HR Areas at site/location level should deduct a corresponding amount at source from the employees' sick pay to account for the DSP payments they will have received from DSP. As the amount of Illness/Occupational Injury Benefit to which an employee is entitled will vary from a standard amount to an increased amount due to adult and/or child dependants and in some instances may be less than the standard amount, Time Returning/Payroll/HR Areas at site/location level require the amount that each employee is eligible to receive from DSP. This will ensure that local payroll (Time/HR/Payroll) at site/location level deducts the correct amount from the employee's sick pay and will ensure that over or under payments of sick pay do not occur.

As a result of the changes introduced by the DSP in 2018, all employees are reminded of the requirement to:

1. Inform the HSE (Time Returning/Payroll/HR Area at site/location level) of the amount of Illness Benefit/Occupational Injury Benefit they are eligible to receive from DSP during periods of medically certified absences. This can be done using the attached Finance Shared Services (FSS) National Finance Division (NFD) Notification Form or the information can be submitted via email if the form is not available to the employee.
2. Provide a copy of the DSP Notification Statement to Time Returning/Payroll/HR Area at site/location level when it is received by the employee, which verifies the exact amount that was paid by the DSP to the employee.

Note that these requirements do not apply unless the medically certified absence will exceed three days. This is because DSP has a waiting period of three days (Sunday is not counted as a waiting day) and does not pay Illness Benefit and Injury Benefit for the first three days of absence.

The attached HSE FSS NFD Notification Form, which replaces the HBS (now FSS) form previously issued, provides full details to support HSE employees to comply with these requirements.

This includes how to obtain information on the amount they are eligible to receive from DSP, contact details for DSP and HSE FSS National Finance Division Payroll Services (Helpdesks), and how to obtain a statement from DSP after the Illness/Injury Benefit payment is made. Employees should seek to obtain the information on the amount they are eligible to receive from DSP as soon as possible after their sick leave commences. Completed forms with this information should be submitted by employees to the Time Returning/Payroll/HR Area at site/location level or the information can be relayed via email if the form is not available. As outlined above, the DSP Notification Statement should also be submitted by employees to their local Time/HR/Payroll offices at site/location level when they are received. Line managers should be able to provide the relevant contact details of Time Returning/Payroll/HR Area at site/location level to employees for this purpose. The

Payroll Departments can also provide guidance on related queries and can be contacted through the Payroll Areas listed on the attached Notification form.

Line managers are reminded of their role in supporting employees' compliance with these notification requirements. In accordance with their obligations to manage employees' attendance under the HSE Managing Attendance Policy, all line managers should make employees aware through employees' induction and on an ongoing basis of these requirements during sick leave. Managers should ensure that the employees on their teams have copies of the attached Notification Form while at work so that they have access to same when needed during sick leave. A copy of the form is also available online.

While the HSE makes deductions for DSP payments at source, Section 38 organisations may apply a different practice with regard to recoument of DSP benefits. Irrespective of the practice which applies, it is important that Section 38 organisations have made any administrative arrangements required and ensure that their employees are informed and reminded of any related requirements to avoid over or under payments of sick pay.

Please ensure that this Memorandum and Form is brought to the attention of all relevant managers in your area of responsibility including Payroll Managers. In turn, line managers should bring this Memorandum and the attached form to the attention of employees in their area of responsibility and ensure they are reminded of their responsibilities.

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 Help Desk is also available to take queries on 1850 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



Anne Marie Hoey
National Director, Human Resources