

# Appendix A: Guidance for public service employees in relation to COVID-19 self-isolation and self-quarantine notifications

This guidance should be read in conjunction with **HSE HR Circular 12/2020 FAQs for Public Service Employers in relation to working arrangements and leave associated with COVID-19.**

If you fall into any of the self-isolation/self-quarantine categories as published by the HSE:

1. Telephone your manager<sup>1</sup> as soon as possible prior to your scheduled start time/shift on the first day of isolation/self-quarantine to update them on the situation. You should give as much notice as possible to your manager so that alternative arrangements can be made to cover essential duties that you are unable to perform.
2. If you are advised to self-isolate/self-quarantine you will be required to give your manager the following information:
  - a. Date of commencement and number of days advised to self-isolate/self-quarantine
  - b. Advice received from:
    - GP
    - HSE
    - Hospital
    - Other (you will be required to specify what that is)
3. If you have been advised to self-isolate/self-quarantine as a precaution but you are well, you will be asked to work from home where possible. To facilitate temporary home working in this situation your manager may reassign you to suitable alternative duties to ensure that essential services continue to operate.
4. Depending on your particular circumstances, your manager may approve the granting of special leave with pay in accordance with the terms of HSE HR Circular 12/2020 **FAQs for Public Service Employers in relation to working arrangements and leave associated with COVID-19.** The granting of special leave with pay is at the discretion of the employer and conditional on an employee's compliance with the terms of HSE HR Circular 12/2020 and directions from his/her manager. Where applicable, you will be required to complete the **COVID-19 Self-Declaration Form** (including written confirmation of the details outlined in 2 above) and submit a copy to your manager for approval of payment as soon as possible. The COVID-19 Self-Declaration Form is for employees who are on Special Leave with Pay due to a COVID-19 related absence and do not have access to medical certification.

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<sup>1</sup> If your manager is not available, please contact another manager in your area or your local HR/Employee Relations Department. In rare situations where that is not possible, make a note of the date and times of call made and continue to try to contact your managers until contact is made.

5. In the event of your non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide<sup>2</sup> confirmation of self-isolation/self-quarantine/diagnosis of COVID-19) payment will be withdrawn and existing procedures, including disciplinary measures may be invoked.
6. Please note that public service employees cannot claim DEASP COVID-19 illness benefit in cases where they are receiving special leave with pay. Any claim for DEASP COVID-19 illness benefit whilst on special leave with pay will be treated as a disciplinary matter and the appropriate amount will be recouped from your salary.
7. Self-declarations forms for special leave with pay will be retained on the employee's personnel file and will be subject to audit.

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<sup>2</sup> Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.