



**Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

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## **MEMORANDUM**

**To:** Each Hospital Group Director of HR  
Each Head of HR, CHOs  
Head of HR, PCRS  
Head of HR, National Ambulance Service

**From:** Anne Marie Hoey, National Director Human Resources

**Date:** 2<sup>nd</sup> April 2020

**Subject:** Memo re: Guideline on Payment of Agency Workers COVID-19 self-isolation/ diagnosis

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Dear Colleagues,

I refer to the guidelines below which are applicable to all agency workers at HSE sites, and are applicable from Thursday 12<sup>th</sup> March 2020 to the end of the COVID-19 outbreak period:

- Exposure to/diagnosis of COVID-19 must have occurred while employed at a HSE site.
- Appropriate medical/HSE confirmation/advice of the need to self-isolate and/or a diagnosis of COVID-19 will be required. This guidance is subject to change and updates are available on the HPSC website and HSE website.
- A COVID-19 Self-Declaration Form for Agency Workers must be completed in all cases (see Appendix A)
- In instances where the agency worker's hours are the standard weekly working hours for the grade, payment for the period of self-isolation/COVID-19 illness will be made at the basic weekly salary and fixed allowances only, less any entitlement to COVID-19 related illness benefit introduced by the Department of Employment Affairs and Social Protection (DEASP).
- In instances where the agency worker's hours are less than the standard weekly working hours for the grade, payment for the period of self-isolation/COVID-19 illness will be based on the average of the normal hours (at basic hourly rate) worked by the agency worker in HSE directly-provided service placements over the 8-week period up to the date of the commencement of the self-isolation/COVID-19 illness, less any entitlement to COVID-19 related illness benefit introduced by the Department of Employment Affairs and Social Protection (DEASP).

- In instances where the booked period ends prior to the end of the period of self-isolation/COVID-19 illness, pay will cover the self-isolation/COVID-19 illness period based on an average of normal hours (at basic hourly rate) worked as an agency worker in HSE directly provided service placements over the 8-week period up to date of the commencement of the self-isolation/COVID-19 illness, less any entitlement to COVID-19 related illness benefit introduced by the Department of Employment Affairs and Social Protection (DEASP).
- It is the responsibility of the agency to appraise the worker of the DEASP benefit entitlements and ensure that they avail of same. In the event that the DEASP benefit exceeds the potential earnings, the agency will not make any additional payments to the worker.
- Invoices in respect of payments to Agency staff on the above basis should be marked as "COVID-19 Isolation/Illness Pay". They must be accompanied by the completed COVID-19 Self-Declaration Form for Agency Employees and the relevant HSE Management/Medical authorisation as at out above. Invoices must also include clear detail of how the invoice was calculated, including the deduction of DEASP entitlement.
- Agency workers cannot return to work following an incidence of COVID-19 self-isolation/illness unless authorised to do so.
- An agency worker who is also employed by the HSE, can not avail of any payments in respect of periods of self-isolation/COVID-19 illness in respect of their agency employment.
- All Agencies' will be required to report all COVID-19 related illness to the HSE on a weekly basis.

## Queries

Queries in relation to this memo may be directed to HBS HR for further advice on 087 8032923 or by emailing [pam.connolly@hse.ie](mailto:pam.connolly@hse.ie).

Yours sincerely



**Anne Marie Hoey**  
National Director Human Resources



"To view the Health Services People Strategy 2019 - 2024 please click [here](#)."

**Need information and advice on COVID-19 Go to [www.hse.ie/coronavirus](http://www.hse.ie/coronavirus)**