



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

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

Office of the National Director of Human Resources

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**To: Each Member of the Directorate and Leadership Team
Each Assistant National Director HR
Each Assistant Chief Finance Officers
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO HR Manager
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Managers
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery**

24th January, 2018

Re: HR Circular 005/2018 re HSE Sick pay and Illness/Occupational Injury Benefit Payments from DEASP

Dear Colleagues,

I refer to the payment of sick pay in the HSE and an important change by the Department of Employment Affairs and Social Protection (DEASP) which affects all employees.

The DEASP has advised that, from 1 January 2018, it will cease issuing Illness and Occupational Injury Benefit notifications to employers. These notifications were issued to employers to assist them in calculating their employees' tax.

From that date Revenue will incorporate the taxable element of Illness or Occupational Injury Benefit into employees' tax credit certificates. This will have the effect of reducing employees' available tax credits and/or rate bands. Employees' USC rate bands will not be affected.

Under the Public Service Sick Pay Scheme, the Illness Benefit payment which HSE employees (Class A PRSI) are eligible to receive is factored into the calculation of sick pay. In accordance with HSE policy, payroll deducts the amount of Illness Benefit at source and this amount is verified by the DEASP notification. The amount of Illness Benefit to which employees are entitled will vary from a standard amount to an increased amount due to adult and/or child dependents and in some instances may be less than the standard amount.

Some employees may be in receipt of an Occupational Injury Benefit (Class A and D PRSI) which is also deducted at source by the HSE in the granting of sick pay to the employee.

This change in practice has significant implications for the HSE as the non provision of information on the actual amount of DEASP benefit payable to individual employees may result in overpayments or



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underpayments of sick pay. The absence of information from DEASP on illness benefit payments also has implications for the calculation of payroll taxes. It is vital that the HSE is provided with this information to ensure these pay deductions are accurately calculated.

To address these changes, all HSE employees are required, from the 1 January 2018, to provide notification to the HSE of the amount of Illness Benefit/Occupational Injury Benefit that they are eligible to receive from DEASP during periods of medically certified absences. DEASP have advised that this information is available online to recipients or directly from their offices.

Line managers and other personnel who are responsible for managing sickness absence and/or receive medical certificates from employees must inform employees of this requirement. In addition, when employees are on sick leave, managers should remind employees at the outset of the requirement to submit a copy of the statement containing the amount of illness/occupational injury benefit payable from DEASP (including NIL payments). Managers are also reminded in this context of their ongoing responsibility of ensuring that employees' sick leave is appropriately communicated for the purpose of sick leave record keeping and payroll processing.

Failure by employees to provide the DEASP information on their illness benefit payments may result in delays in sick pay.

While the HSE makes deductions for DEASP payments at source, Section 38 agencies may apply a different practice with regard to reimbursement of DEASP benefits. Irrespective of the practice which applies, it is important that Section 38 agencies make any administrative arrangements which may be required to take account of this change by DEASP.

Please ensure that this communication is brought to the attention of all relevant managers in your area of responsibility.

Colleagues in CERS will provide a briefing to staff on the implementation matters relevant to this Circular on 7th February 2018.

Queries

Queries from HR / ER Departments may be referred to Mary Ruane, HSE Corporate Employee Relations, HR Directorate, HSE, 63/64 Adelaide Road, Dublin 2. Tel: 01-6626966, E-mail: mary.ruane@hse.ie

Yours sincerely,



**Rosarii Mannion,
National Director of Human Resources.**