



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 CHOs
Each Head of HR CHOs
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 of Human Resources

Date: 22nd June 2022

Subject: HR Memo - Update to Pandemic Special Recognition Award FAQ

Dear Colleagues,

Further to queries received from employers, local managers and trade unions, the HSE engaged with our colleagues in the Department of Health and the following sets out further clarifications and changes to the implementation of HSE HR Circular [12/2022](#)

Contracted hours: It is agreed that payment can be based on actual hours worked as opposed to contracted hours, subject to no member of staff receiving any more than €1,000 for the payment in total. Eligibility of employees will be assessed based on actual hours worked, subject to the minimum 4-week threshold for the period 1 March 2020 – 30 June 2021

'As and When'/Relief working arrangements: Average Actual hours worked during the period 1 March 2020 – 30 June 2021 should be the basis for calculating entitlement.

Non-Medical/Nursing Supernumerary Students: The Government's decision provides that "supernumerary students who were required to perform training in clinical sites" are covered and not confined to medical/nursing grades, provided the eligibility criteria of working in a Covid-19 exposed environment for a minimum of 4 weeks within the defined reference period is met. This payment should be processed by the HSE or Section 38 agency in which the student was placed.

Guidance on payment of Supernumerary Students:

Payment Services (Non-Pay) may process students through the Allocations Officers across the areas, as they are non-employees. The Pandemic Special Recognition Award is Non-Taxable, Non-PRSI, Non-USC, Non-ASC & Non-Pensionable.

Similarly, for anyone that is a **non-employee** e.g. Student Radiographers they should be processed through Payment Services. Each individual should complete the declaration form and submit for payment after appropriate sign off to Payment Services

Clarification was sought on particular grades listed below and it is confirmed that these grades must meet the eligibility criteria of having worked in a Covid-19 exposed, environment for a minimum of 4 weeks.

- Public Health Doctors
- Contact Tracers
- GP Registrars – It has also been confirmed that GP practices are not covered, and only service in an eligible area, subject to the minimum threshold during the reference period, can be considered.
- Supplies staff

Employers are requested to give immediate effect to this Memo and to implement payment as soon as possible through their relevant HR/Payroll systems (**Employees only**) and through Payment Services (**Non-Employees encompassed by the circular**)

Queries

Queries from **individual employees or managers** should be referred to local HR/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from individual employees Tel: 1800 444 925 Email: ask.hr@hse.ie

Queries from HR/Employee Relations Departments in relation to this memorandum may be referred to National Employee Relations, Tel: 01 6626966, Email info.t@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources