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

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

1. Telephone your manager⁷ before 10am on the first day of isolation/self-quarantine to update them on the situation.
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.
4. 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.
5. You may be asked to sign a self-declaration on return to work, including written confirmation of the above details.
6. By applying for special leave with pay, you agree that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide⁸ confirmation of self-isolation/self-quarantine/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.

⁷ If your manager is not available, please contact another manager in your area or your HR team. 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.

⁸ 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.