



## Information Note ESR-ETB 0001/2022

**To: The Chief Executives of Education and Training Boards**

### **COVID-19:**

#### **Updated Working and Leave Arrangements from January 2022 for staff, other than Teachers and Special Needs Assistants, who are employed in ETBs**

The Minister for Education directs you to implement the updated working and leave arrangements to cater for COVID-19 for staff other than teachers and special needs assistants (SNAs) employed in approved posts funded by monies provided by the Oireachtas. These special arrangements are to be implemented by each employer with immediate effect and all staff must adhere to the arrangements.

The general principles to apply to the management of COVID-19 include the safety and welfare of employees and the minimisation of the impact on teaching and learning.

The purpose of the note is to update ETBs on recent changes to HSE advice around Covid-19 testing requirements and restricted movements. However, employers should also be cognisant of the on-going changes in advice and approaches and that the most up the date position should be sought by employees and employers at the time to ensure public health advice is being followed.

#### **Definitions**

For the purposes of this temporary scheme the following shall have the meanings assigned to them here unless the context indicates otherwise:

**The Department** – means the Department of Education.

**Employer** – means an Education and Training Board.

**Employee** – means all staff other than teachers and special needs assistants (SNAs) employed in ETBs in approved posts funded by monies provided by the Oireachtas.

**GDPR** - means the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

**GP** - means General Practitioner.

**HSE** - means Health Service Executive.

**Occupational Health Service (OHS)** - means the providers of independent medical advice on occupational health to the employer.

## 1. Introduction

1.1 This Information Note provides the updated working and leave arrangements during the COVID-19 pandemic, for staff, other than persons employed as teachers and special needs assistants, employed in Education and Training Boards whose post is wholly funded by monies provided by the Oireachtas.

1.2 The Information Note updates certain sections of Circular Letter 0043/2021, as detailed below. It also includes:

- Appendix A: Updated Application Form for Special Leave With Pay
- Appendix B: Employer Guidelines
- FAQ's

1.3 These updated arrangements are to be implemented by each employer with immediate effect and all employees in each sector must adhere to the arrangements.

## 2. Special Leave with Pay (COVID-19: Self-Isolation and COVID-19: Diagnosis)

2.1 Paragraph 2.1 of Circular 0043/2021 caters for Special Leave With Pay (SLWP).

2.2 Under this Information Note, paragraph 2.1 of Circular 0043/2021 is amended to state that SLWP will be granted where there is a requirement for the employee to self-isolate as follows:

### (a) COVID-19: Self-Isolation (GP referral for self-isolation is not a requirement)

- An employee who displays COVID-19 symptoms
- An employee aged 40 years or older who has received a positive COVID-19 antigen test result: the employee must provide their employer with evidence (e.g. photograph) of the positive antigen test result for the initial period of Special Leave With Pay (self-isolation). Where the employee's antigen test result is positive, they must arrange a COVID-19 PCR test immediately.

The special leave with pay absence must be recorded by the employer on the relevant ETB system.

### (b) COVID-19: Diagnosis

- An employee who has received a positive COVID-19 PCR test result: the employee must provide their employer with supporting HSE evidence of the positive COVID-19 PCR test result, including test date.
- An employee who is 39 years of age or under and has received a positive COVID-19 antigen test result: a person in this age group who receives a positive COVID-19 antigen test result is required to report this result on the HSE portal. The employee must immediately provide their employer with confirmation of this HSE record, as supporting evidence (screenshot of relevant HSE text message is acceptable as evidence).

The special leave with pay absence must be recorded by the employer on the relevant ETB system.

2.3 The criteria for self-isolation which were provided at paragraph 2.3 of Circular 43/2021 have been updated. The current criteria for self-isolation, as updated by the HSE, must be followed. Please refer to the HSE link at: <https://www2.hse.ie/conditions/covid19/restricted-movements/how-to-self-isolate/>

2.4 It should be noted that Special Leave With Pay is available to eligible employees, to assist in the prevention of the possible onward spread of COVID-19 in the workplace. The eligibility for Special Leave With Pay only applies to an employee who was rostered or due to be working and it cannot be substituted for other forms of leave.

2.5 Where an employee who provides tuition to learners has been granted special leave with pay, the employer may appoint a substitute to fulfil the duties.

### **3. Restricted Movement (COVID-19: Restricted Movement)**

3.1 Paragraph 3 of Circular 0043/2021 caters for restricted movement.

3.2 The current criteria for restricted movement, as updated by the HSE must be followed. Please refer to the HSE link at: <https://www2.hse.ie/conditions/covid19/restricted-movements/restricted-movements/>

**3.3 Based on the most recent HSE advice, many employees who are close contacts no longer have to restrict their movements.** There are varying periods of restricted movement, dependant on a range of factors that apply to the employee's individual circumstances. The most up to date HSE advice on close contacts is available at link: <https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/>

3.4 Where an employee with no COVID-19 symptoms is a close contact and in the limited circumstances where they are required to restrict their movements, based on most recent HSE advice, they must not attend the workplace. The employee remains available for work and must be facilitated by the employer to work from home during this period, as set out in Circular 0043/2021, paragraph 4.5 (Alternative Working Arrangements). The evidence an employer may accept to support an employee's request to work from home, because of their requirement to restrict their movements is as follows:

- a) Copy of the relevant HSE text message notification to the employee stating they are a close contact of a confirmed COVID-19 case (based on positive COVID-19 **PCR** test result).
- b) Copy of the relevant HSE text message notification to the employee stating they are a close contact of a confirmed COVID-19 case (based on positive COVID-19 **antigen** test result).

There may be limited circumstances, where an employee is awaiting HSE notification, and in such cases it is the responsibility of the employer to satisfy themselves with the appropriate confirmation provided by the employee, before working from home can be approved.

3.5 An employee who has been advised to restrict their movements must complete the Declaration Form at Appendix B, which is an update to Appendix D of Circular 0043/2021, and return it immediately to the employer accompanied by the appropriate evidence.

3.6 The HSE advice with regard to the requirement for antigen testing, during the restricted movement period is at link: <https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/>.

3.7 Where an employee who provides tuition to learners has been medically advised to restrict his/her movements, the employer may also appoint a substitute, paid by the ETB.

3.8 An employee on restricted movement must be recorded on the relevant ETB system.

#### **4. Travel Overseas**

For information and rules on international travel, refer to <https://www.gov.ie/en/publication/3a698-eu-digital-covid-certificate/>.

For leave arrangements on return from travel overseas, refer to paragraph 3.2 of Circular 0043/2021.

#### **5. Employee Assistance Service**

The Employee Assistance Service is available as a supportive resource for employees. The free phone confidential helpline is available 24 hours a day, 365 days a year (1800 814 243).

#### **6. Circulation of Information Note**

6.1 Please ensure that this Information Note is circulated to all members of the Education and Training Boards and its contents are brought to the attention of all relevant employees in your employment, including those on leave of absence.

6.2 All queries should initially be brought to the attention of the employer who may wish to consult with their representative organisation. Any further queries may be directed to the Department at the following email address: [esr@education.gov.ie](mailto:esr@education.gov.ie)

**Mark Bohan**  
**Principal Officer**  
**External Staff Relations**

**21 January 2022**

## Appendix A – Application for Special Leave with Pay

### (1) COVID-19: Self-Isolation or (2) COVID-19: Diagnosis

The Application Form should be fully completed and submitted to the employer as soon as possible. The completed Application Form must be accompanied by supporting evidence i.e. positive antigen or PCR test result, as appropriate including the date of fitness to return to work (where this date is available).

#### Part 1 - Employee Details

Employee's Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

#### Part 2 – Details of Special Leave with Pay

I wish to apply for Special Leave With Pay, for the reason indicated below (tick relevant box).

- I am displaying COVID-19 symptoms.
- I received a positive COVID-19 antigen test result.
- I received a positive COVID-19 PCR test result.

Start Date (DD/MM/YYYY): \_\_\_\_\_ Estimated End Date (DD/MM/YYYY): \_\_\_\_\_

#### Declaration

I wish to apply for Special Leave with Pay in accordance with the terms and conditions of Information Note ESR-ETB 0001/2022 titled '*COVID-19: Updated Working and Leave Arrangements from January 2022 for staff, Arrangements for Staff other than Teachers and Special Needs Assistants who are employed in ETBs*'.

The completed Application Form is accompanied by supporting evidence.  
I confirm that the information provided in the Application Form is true and accurate.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Data Protection Privacy Statement**

**ETBs should insert a link to their Privacy Statement here when making the form available for use**

**Part 3 – Employer Record**

(A) COVID-19: Self-Isolation:

Employee is displaying COVID-19 symptoms

(B) COVID-19: Self-Isolation:

Evidence of positive COVID-19 antigen test provided (aged 40 or over)

(C) COVID-19: Diagnosis:

Evidence of positive COVID-19 PCR test result (including test date) provided (HSE text message screenshot is acceptable)

(D) COVID-19: Diagnosis:

For employee aged 39 or under, evidence of positive COVID-19 antigen test result (including test date) provided (HSE confirmation of employee's record on HSE portal is acceptable)

(E) Recorded on relevant ETB system under 'COVID-19: Self-Isolation' or 'COVID-19: Diagnosis' (as appropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form/Supporting Documentation should NOT be submitted to the Department of Education. They should be retained in the ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***

**Appendix B:  
Employer's Guide (to be read in conjunction with Circular 0043/2021)**

**Table 1 – COVID-19: Self-Isolation (refer to paragraph 2.3 of Circular 0043/2021)**

No.	Scenario	Leave Status (subject to supporting evidence)	Substitute paid by ETB
1.	Employee with COVID-19 symptoms.	Special Leave with Pay (COVID-19:Self-Isolation) applies during this period. The employee must carry out antigen test(s) or arrange a PCR test, (as appropriate) as soon as possible. The most recent HSE advice must be followed at link: <a href="https://www2.hse.ie/conditions/covid19/testing/get-tested/">https://www2.hse.ie/conditions/covid19/testing/get-tested/</a>	yes
2	Employee who is aged 40 years or over has received a positive COVID-19 antigen test result.	Special Leave with Pay (COVID-19:Self-Isolation) applies during this period. The employee must arrange a PCR test as soon as possible.	yes

**Table 2 – COVID-19: Diagnosis (refer to paragraph 2.4 of Circular 0043/2021)**

No.	Scenario	Leave Status (subject to supporting evidence)	Substitute paid by ETB
1	Employee who is aged 39 years or younger, has received a positive COVID-19 antigen test result which has been uploaded to the HSE portal.	Special Leave with Pay (COVID-19: Diagnosis) applies during this period, up to a maximum of 28 days. The duration of the self-isolation period varies, depending on a number of factors. The most recent HSE advice must be followed at link: <a href="https://www2.hse.ie/conditions/covid19/testing/positive-result/">https://www2.hse.ie/conditions/covid19/testing/positive-result/</a> Where the Special Leave With Pay absence extends beyond 28 days, the employee is recorded as absent on Sick Leave, unless the criteria as detailed at scenario 2 below apply. Similar to the terms and conditions of the Sick Leave Scheme, an employer must refer an employee to the OHS, where they are absent on Special Leave With Pay for a period of 28 days duration.	Yes
2.	Employee has been notified of a positive COVID-19 PCR test result.	Special Leave with Pay (COVID-19: Diagnosis) applies during this period, up to a maximum of 28 days. The duration of the self-isolation period varies, depending on a number of factors. The most recent HSE advice must be followed at link: <a href="https://www2.hse.ie/conditions/covid19/testing/positive-result/">https://www2.hse.ie/conditions/covid19/testing/positive-result/</a> Where the Special Leave With Pay absence extends beyond 28 days, the employee is recorded as absent on Sick Leave, unless the criteria as detailed at scenario 2 below apply. Similar to the terms and conditions of the Sick Leave Scheme, an employer must refer an employee to the OHS, where they are absent on Special Leave With Pay for a period of 28 days duration.	Yes
3.	Employee has been notified of a positive COVID-19 PCR test result (or a positive COVID-19 antigen test result for those who are 39 years or younger) and remains absent beyond the 28 day period, as described in this table at scenario 1 and 2 above.	From 1 <sup>st</sup> January, 2021, Special Leave With Pay may be extended by the employer beyond 28 days where the following criteria are met:- The employer has confirmed the employee was in the workplace (subject to agreement in advance) during any of the 14 calendar days prior to onset of symptoms. The employee has provided the employer with satisfactory medical evidence of the COVID-19 test date and the positive PCR/antigen (as appropriate) test result. The OHS has provided the employer with a report to state: i. the employee is medically unfit to resume work ii. the employee's absence relates primarily to ongoing COVID-19 illness iii. the employee is accessing appropriate medical care Further details are available at Chapter 2, paragraph 2.5 of Circular 0043/2021.	Yes

**Table 3 – COVID-19: Restricted Movement (refer to Chapter 3 of Circular 43/2021)**

No	Scenario	Leave Status (subject to supporting evidence)	Substitute paid by ETB
1.	Employee with no COVID-19 symptoms is a close contact of a confirmed COVID-19 case. <b>Based on current HSE advice, there are limited circumstances where an employee is required to restrict their movements.</b>	<p>(i) Special Leave with Pay does not apply during this period.</p> <p>(ii) In the limited circumstances where an employee is required to restrict their movements, the employee must not attend the workplace and is on Restricted Movement for the specified period. There are varying periods of restricted movement, based on a number of factors. The most recent HSE advice must be followed at link: <a href="https://www2.hse.ie/conditions/covid19/restricted-movements/restricted-movements/">https://www2.hse.ie/conditions/covid19/restricted-movements/restricted-movements/</a></p> <p>(iii) Where the employee is medically fit for work, they should be facilitated to work from home for the period (see Chapter 4 paragraph 4.5 titled 'Alternative Working Arrangements' of Circular 0043/2021).</p> <p>(iv) Alternatively, where the employee is not medically fit to work remotely due to a non-COVID-19 illness, they are recorded as absent on Sick Leave during this period.</p> <p>(v) The HSE advice regarding the requirement for antigen testing, during the restricted movement period is at link: <a href="https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/">https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/</a></p>	Yes
2.	Employee with COVID-19 symptoms and has been subsequently notified of a negative COVID-19 PCR test result is advised by the HSE to self-isolate until they are 48 hours symptom free.	<p>(i) Special Leave with Pay does not apply during this period.</p> <p>(ii) Where the employee is well, symptoms have resolved and is awaiting the end of the 48-hour period, they cannot attend the workplace and should be facilitated to work from home for this period (see Chapter 4 paragraph 4.5 titled 'Alternative Working Arrangements' of Circular 0043/2021). The employee can return to the workplace once they are 48 hours symptom free.</p> <p>(iii) Alternatively, where the employee is not medically fit to work from home, they are recorded as absent on Sick Leave during this period and the terms and conditions of the Sick Leave Scheme will apply.</p>	Yes
3.	Employee has travelled overseas. From 19 July 2021, new advice and rules for international travel came into effect in Ireland. For more information on the new rules, including information on the EU Digital COVID Certificate (DCC) for travel originating within the EU/EEA, refer to gov.ie <sup>1</sup> .	<p>(i) Special Leave with Pay does not apply where a quarantine period is required on return to Ireland.</p> <p>(ii) Employee must make provision by way of an Unpaid Leave application, in line with the terms and conditions, as detailed in the Department's publications. This period of Unpaid Leave is part of the normal entitlement of 10 school days in the school year.</p> <p>(iii) Where no quarantine period is required, the employee may attend the workplace.</p>	Yes for Unpaid Leave

<sup>1</sup> <https://www.gov.ie/en/publication/3a698-eu-digital-covid-certificate/>



**Table 4 – COVID-19: Very High Risk Group (refer to paragraph 4.1 of Circular 0043/2021)**

No.	Scenario	Leave Status (subject to satisfactory medical confirmation)	Substitute paid by ETB
1.	Employee has been categorised by the OHS as at a very high risk of serious illness (extremely vulnerable) from contracting COVID-19.	(i) Special Leave with Pay does not apply during this period. (ii) In accordance with HSE advice, an employee categorised in the 'very high risk' group cannot attend the workplace. (iii) The employee who is medically fit for work, should be facilitated to work from home (see Chapter 4 paragraph 4.5 'Alternative Working Arrangements' of Circular 0043/2021). (iv) In the case of an employee who has been assessed by the OHS as medically unfit for work due to a non-COVID- 19 illness, the terms and conditions of the relevant Sick Leave Scheme will apply.	Yes
2.	An employee categorised by the OHS as at a very high risk of serious illness from contracting COVID-19 requests to attend the workplace.	The employer should contact the Department for further advice by e-mailing: esr@education.gov.ie.	Not applicable
3.	Employee has been medically advised to restrict their movements, prior to certain medical treatments or surgical procedures. The employee must complete the OHS COVID-19 Risk Assessment Questionnaire in order to be provided with a temporary COVID-19 Health Risk Categorisation Report.	(i) Special Leave with Pay does not apply during this period. (ii) Similar to the very high risk group, the employee cannot attend the workplace. (iii) The employee who is medically fit for work, should be facilitated to work from home for the specified period as medically advised, which is typically 2 weeks (see Chapter 4 paragraph 4.5 titled 'Alternative Working Arrangements' of Circular 0043/2021). This temporary period must be recorded by the employer on the relevant ETB system. (iv) Alternatively, where the employee is not medically fit to work from home, they are recorded as absent on Sick Leave during this period and the terms and conditions of the relevant Sick Leave Scheme will apply.	Yes

**Table 5 – COVID-19: High Risk Group (refer to paragraph 4.2 of Circular 0043/2021)**

No.	Scenario	Leave Status	Substitute paid by ETB
1.	Employee is at high risk of serious illness from contracting COVID-19.	(i) Special Leave with Pay does not apply during this period. (ii) In accordance with HSE advice, an employee in the 'high risk' group who is not ill must attend the workplace. The employee in the 'high risk' group should take extra care to practise social distancing and hand hygiene and the use of personal protective equipment. See Chapter 4 paragraph 4.2 of Circular 0043/2021 regarding the school's COVID-19 Response Plan.	Not applicable

**Table 6 – Employee with caring or childcare responsibilities or living with high risk or very high risk individual refer paragraph 4.6 of Circular 0043/2021)**

<b>No.</b>	<b>Scenario</b>	<b>Leave Status</b>	<b>Substitute paid by ETB</b>
1.	Employee is required to provide COVID-19-related care or is living with a high risk or very high risk individual.	(i) Special Leave with Pay does not apply during this period. (ii) An employee who wishes to avail of existing relevant leave entitlements is entitled to have such requests considered by their employer (e.g. Parental Leave/Parent’s Leave/Carer’s Leave), in line with the terms and conditions of Department publications.	Yes, where personal/family leave is granted.

**Table 7 – COVID-19 Vaccination (refer to Chapter 5 of Circular 0043/2021)**

<b>No.</b>	<b>Scenario</b>	<b>Leave Status</b>	<b>Substitute paid by ETB</b>
1.	Employee has COVID-19 vaccination/booster shot appointment during school hours.	(i) Special Leave with Pay does not apply during this period. (ii) Similar to other medical appointments, the absence will be recorded by the employer on the relevant ETB system as Sick Leave.	Yes
2.	Employee has side effects following the COVID-19 vaccination/booster shot and is unable to attend the workplace.	(i) Special Leave with Pay does not apply during this period. (ii) The absence will be recorded by the employers on the relevant ETB system as Sick Leave.	Yes

## Frequently Asked Questions

*Based on changes to HSE advice – 14th January 2022*

### **1) I have COVID-19 symptoms. What should I do?**

An employee with COVID-19 symptoms must self-isolate and cannot attend school.

Where an employee is aged:

(a) 39 years and under, they should use antigen tests. Do not book a PCR test. The employee can order antigen tests online from the HSE between 8am and 8pm. Anyone with an underlying health condition and symptoms of COVID-19, should contact their GP.

(b) 40 years or older, book a COVID-19 PCR test.

### **2) I have a positive antigen test result. What should I do?**

An employee with a positive antigen test result must self-isolate and cannot attend school.

Where an employee is aged:

(a) 39 years and under, they report this positive COVID-19 antigen test result on the HSE portal. The employee must immediately provide their employer with confirmation of this HSE record, as supporting evidence of Special Leave with Pay. They are not required to book a PCR test. Anyone with an underlying health condition and symptoms of COVID-19, should contact their GP. The special leave with pay absence must be recorded by the employer on the relevant ETB system.

(b) 40 years or older, the employer may accept a positive antigen test result (e.g. photograph) as supporting evidence (it is not required to upload this antigen test result to HSE portal), for the initial period of Special Leave With Pay (self-isolation). An employee in this age group with a positive antigen test result, must arrange a COVID-19 PCR test immediately and inform the employer of the PCR test result, including test date. Continuation of Special Leave With Pay for this age group must be supported by evidence of a positive PCR test result. The special leave with pay absence must be recorded by the employer on the relevant ETB system. It is the responsibility of the employer to satisfy themselves with the COVID-19 test result evidence provided by the employee, before Special Leave with Pay can be approved.

### **3) I am a close contact. Do I need to restrict my movements?**

Many employees who are close contacts no longer have to restrict their movements as there are now varying periods of restricted movement, dependant on a range of factors that apply to the employee's individual circumstances. The most up to date HSE advice on close contacts is available at link: <https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/>

Where an employee with no COVID-19 symptoms is a close contact and in the limited circumstances where they are required to restrict their movements, they must not attend the workplace. The employee remains available for work and must be facilitated by the employer to work from home during this period, as set out in Circular 0043/2021, paragraph 4.5 (Alternative Working Arrangements).

#### **4) I am a close contact and I am required to restrict my movements. What evidence must I provide to my employer?**

The evidence an employer may accept to support an employee's request to work from home, because of their requirement to restrict their movements is as follows:

- a) Copy of the relevant HSE text message notification to the employee stating they are a close contact of a confirmed COVID-19 case (based on positive COVID-19 **PCR** test result)
- b) Copy of the relevant HSE text message notification to the employee stating they are a close contact of a confirmed COVID-19 case (based on positive COVID-19 **antigen** test result).

There may be limited circumstances, where an employee is awaiting HSE notification and in this case it is the responsibility of the employer to satisfy themselves with the appropriate confirmation provided by the employee, before working from home can be approved.

#### **5) I am 40 years or older and have COVID-19 symptoms but am unable to access a HSE PCR test. What should I do?**

An employee with COVID-19 symptoms must self-isolate and cannot attend the workplace. ETB schools must record this leave on their relevant ETB system.

The employee who is self-isolating will need to make arrangements for a COVID-19 PCR test as soon as possible and must inform the employer of the COVID-19 PCR test result as soon as they receive it.

#### **6) I have been notified by the HSE of a positive PCR test result. What is the isolation period?**

An employee who has been notified of a positive PCR test result, must follow the most recent HSE advice regarding self-isolation periods as these vary. For most employees this self-isolation period has decreased from a minimum of 10 days to a minimum of 7 days, depending on the employee's individual circumstances. See HSE link at: <https://www2.hse.ie/conditions/covid19/testing/positive-result/>

#### **7) I have received a positive antigen test result. What is the isolation period?**

An employee who has received a positive antigen test result, must follow the most recent HSE advice regarding self-isolation periods as these vary. For most employees this self-isolation period has decreased from a minimum of 10 days to a minimum of 7 days, depending on the employee's individual circumstances.

#### **8) I am a close contact of a person who has received a positive antigen test result. What should I do?**

Many employees who are close contacts no longer have to restrict their movements as there are now varying periods of restricted movement, dependant on a range of factors that apply to the employee's individual circumstances. The most up to date HSE advice

on close contacts is available at link: <https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/>

Where an employee with no COVID-19 symptoms is a close contact and in the limited circumstances where they are required to restrict their movements, they must not attend the workplace. The employee remains available for work and must be facilitated by the employer to work from home during this period, as set out in Circular 0043/2021, paragraph 4.5 (Alternative Working Arrangements).

See question 4 above for more details on evidence to be provided to the employer.

**9) I was diagnosed with Covid-19 and have completed the self-isolation required by the HSE, but I am still unwell. Can I remain absent on special leave with pay?**

If symptoms persist beyond the HSE self-isolation period, the employee may continue to avail of 'COVID-19: Diagnosis' leave, subject to appropriate medical certification and subject to existing limitations.

Special Leave With Pay, granted by the employer, will not be counted as part of the employee's Sick Leave record.