



## Information Note ESR ETB 0001/2023

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

**COVID-19:  
Changes to Special Leave with Pay from 22<sup>nd</sup> May 2023  
for Staff other than Teachers and Special Needs Assistants (SNAs)  
who are employed in ETBs (employees)**

### **1. Introduction**

- 1.1 This Information Note notifies ETBs of changes to COVID-19 Special Leave with Pay (SLWP) for the public service, as directed by the Department of Expenditure, National Development Plan Delivery and Reform.
- 1.2 These changes are to take account of the recent changes to self-isolation period requirements in line with current public health advice.
- 1.3 The changes in this Information Note apply to staff other than teachers and SNAs employed by ETBs, who commence Covid-19 SLWP from 22<sup>nd</sup> May 2023 onwards.
- 1.4 The changes to COVID-19 SLWP must be implemented by ETBs with immediate effect and all employees must adhere to these changes.
- 1.5 Please note this Information Note should be read in conjunction with [Circular 0039/2022](#) in relation to working and leave arrangements for employees.

### **2. COVID-19 Special Leave with Pay**

- 2.1 In line with paragraph 2.2.2 of [Circular 0039/2022](#), Special Leave with Pay applies where an employee who (a) begins to display COVID-19 symptoms or (b) receives a positive COVID-19 PCR/antigen test result.
- 2.2 The current HSE advice in relation to self-isolation is available at: [If you have COVID-19-HSE.ie](#). The HSE currently advises that a person must self-isolate for a period of 5 days.

- 2.3 As public health advice may change, please always refer to the [HSE website](#) for the most up to date information.

### **3. Changes to COVID-19 Special Leave with Pay with effect from 22<sup>nd</sup> May 2023**

- 3.1 From 22<sup>nd</sup> May 2023, where an employee begins to display COVID-19 symptoms or tests positive for COVID-19, a maximum limit of 5 consecutive days Special Leave with Pay (includes weekends/school closures), in any one instance, will apply.
- 3.2 Where the employee is medically unfit for work after the 5 consecutive days, the terms and conditions of the Sick Leave Scheme will apply.
- 3.3 For an employee who commences COVID-19 SLWP prior to 22<sup>nd</sup> May 2023, their maximum entitlement is 7 consecutive days, in line with [Circular 0039/2022](#).

### **4. Application and Recording Procedure for COVID-19 Special Leave with Pay**

- 4.1 In line with paragraph 2.5 of [Circular 0039/2022](#), an employee who begins to display COVID-19 symptoms or who has received a positive COVID-19 antigen/PCR test result must complete the Application Form at Appendix A of the Circular, to apply for COVID-19 Special Leave with Pay.
- 4.2 The employee who receives a positive COVID-19 antigen test result must currently report this result on the HSE portal. The employee must provide their employer with confirmation of this HSE record, as supporting evidence (screenshot of relevant HSE text message is acceptable as evidence), including the test date. In the event that the HSE portal is no longer available, a screenshot of the positive test result is acceptable, as evidence of the positive test result.
- 4.3 The employee who receives a positive COVID-19 PCR test result must provide their employer with supporting evidence of the positive COVID-19 PCR test result including the test date.
- 4.4 ETBs must record this leave on their relevant ETB system.
- 4.5 The employer must satisfy themselves with the documentary evidence provided by the employee, before recording the period of COVID-19 Special Leave with Pay on the relevant ETB system.

### **5. Circulation of Information Note**

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

5.2 This Information Note can be accessed on the Department's website at [gov.ie](http://gov.ie).

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**May 2023**