

<b>COVID 19 SELF DECLARATION SPECIAL LEAVE WITH PAY</b>			
<b>EMPLOYEE DETAILS</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Job Title</b>		<b>Dept</b>	
<b>Dates of Special Leave with Pay for COVID-19 related self-isolation/self-quarantine / number of days advised to self -isolate/self-quarantine</b>			
<b>Commencing</b>	(DD/MM/YYYY)	<b>Back to Work</b>	(DD/MM/YYYY)
<b>Advised to self-isolate/ self -quarantine by; (please tick)</b>			
<b>GP</b> <input type="checkbox"/>	<b>HSE</b> <input type="checkbox"/>	<b>Hospital</b>	<input type="checkbox"/>
<b>Other (please specify)</b>			
<b>Advice received via; (please attach copy of evidence to this form)</b>			
<b>Telephone</b> <input type="checkbox"/>	<b>Letter</b> <input type="checkbox"/>	<b>Email</b>	<input type="checkbox"/>
<b>Text</b> <input type="checkbox"/>	<b>In person</b> <input type="checkbox"/>		
<b>Other (please specify)</b>			
<b>Details of advice to self-isolate/self -quarantine;</b>			
<b>Name of Adviser (e.g name of GP, HSE worker...)</b>			
<b>Date when advice was given</b>	(DD/MM/YYYY)		

**Details provided to the adviser by you (e.g. places and dates of exposure etc.)**

**Declaration**

I understand that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide confirmation of self-isolation/diagnosis/self-quarantine of COVID-19) existing procedures, including disciplinary measures may be invoked **Yes**

I understand that any overpayment of salary which may arise from noncompliance with the provisions of special leave with pay will be repaid. **Yes**

I have attached relevant documentation (where applicable) **Yes**

**Employee signature**

**Date**

**Manager signature**

**Date**

*Data Protection*

*The data requested in this form will be used to process your application for Special Leave with Pay (COVID-19 related) and will be retained as part of your personnel record for the appropriate period of time. The employer will treat all information and personal data you give according to the law*