

Sickness Absence Management – A Quick Step Guide for Staff

1.	<p>Under the Public Service Sick Leave Scheme which came into effect on 1st September 2014 the following provisions apply:</p> <ul style="list-style-type: none"> • Ordinary illness sick leave entitlement = 183 days calculated over a rolling 4 year period [unless your contract of employment states otherwise e.g. Research staff]. • 92 days are granted at full pay in a rolling 4 year period followed by 91 days at half-pay. Once exhausted, the remainder of your leave will be unpaid. • The Scheme includes a provision to apply for extended sick leave (Critical Illness Provision and Temporary Rehabilitation Remuneration). In order to qualify, you will need to be assessed by the University's Occupational Health Providers (OHP) who will assess your condition against agreed criteria. Please see the University's sick leave & managing absence policy for further details. • The scheme provides for 7 days self-certified sick leave in a 2 year rolling period. This is included in, not in addition to, the ordinary and critical illness provisions mentioned above. • Uncertified sick leave cannot exceed 2 days in any one instance.
2.	<p>Upon becoming ill:</p> <ul style="list-style-type: none"> • On your first day of absence please contact your line manager a minimum of one hour before you are due to commence duty, but not any later than 10.00 a.m. A voice-mail or message left with a junior colleague is not acceptable. • Please indicate how long you expect to be absent and the general nature of your illness.
3.	<p>Medical certificates:</p> <ul style="list-style-type: none"> • Please submit your medical certificate directly to your line manager by the third day of absence. Failure to submit the medical certificate will mean you are on unauthorised leave and may result in a deduction from your salary. • An absence on a Friday and the following Monday will be considered a 4-day absence and as such a medical certificate is required.
4.	<p>Social Welfare / Illness Benefit: The following steps only apply to staff covered by class A PRSI [You will find your PRSI class on your payslip]</p> <ul style="list-style-type: none"> • If your absence exceeds 3 days, you will also be required to submit a claim for Illness Benefit (IB1 form) to the Department of Employment Affairs & Social Protection (DEASP). The procedures for claiming Illness Benefit are available on the TU Dublin website. • TU Dublin's Employer Registered Number is 3575435CH, you will need this when completing your first claim form • You should submit your claims to the DEASP within 7 days of becoming ill. • It is important to note that the requirement to claim illness benefit is in addition to the requirement to submit medical certificates • HR will instruct Payroll to deduct Illness Benefit from your salary a month in arrears.
5.	<p>Medical examination:</p> <ul style="list-style-type: none"> • You may be requested to attend a medical examination with the University's nominated OHP at any stage during your absence.
6.	<p>Returning to work:</p> <ul style="list-style-type: none"> • If your absence is less than 4 weeks, you should submit a "fitness to return to work" certificate to your line manager prior to returning to work. • If the absence is in excess of 4 weeks', you will be required to submit a "fitness to return to work" certificate and attend the University's OHP prior to returning to work. This cert should be submitted a minimum of one week in advance of your return to facilitate a medical appointment. The OHP will assess you from an occupational health perspective. They may recommend a phased return to work or particular accommodations be put in place. You may not return to work until deemed fit to do so by the OHP. Their decision trumps that of a GP. • If this cert is not submitted, it may be necessary for HR to defer your return to work until you have furnished the cert.

Contact details:

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