Sickness Absence Management
A Quick Step Guide for Managers

1. When a staff member advises that they will be absent on sick leave:
   - Your initial conversation with the staff member will involve making enquiries as to their general well-being and
   asking them for an indication of how long they expect to be absent. Remind them to submit their medical
certificates to you and their Illness Benefit (Social Welfare) forms to HR without delay.
   - Please keep in regular contact with the staff member e.g. weekly, fortnightly, monthly, as appropriate. It is your
   responsibility to be aware of the status of the absence, irrespective of the duration.
   - Medical certificates should be submitted on a weekly or monthly basis to you and forwarded to HR. If a cert is
   outstanding for more than one week please request that it is submitted without delay. Please retain a copy for
   your records.
   - If you have not received a medical cert but the staff member has indicated that their absence will be for an
   extended period of time (i.e. longer than 2 weeks), please advise HR immediately as a salary deduction may be
   required. Early notification will reduce the likelihood of an overpayment occurring.
   - Medical certificates should be submitted weekly or monthly to you and forwarded to HR.

2. When the absence reaches 4 weeks:
   - In cases where the absence reaches 4 weeks, the staff member will be entered into the University’s case
   management process to monitor the absence.
   - The University may request the employee attend a medical examination by the OHP.
   - For absences in excess of 4 weeks, medical certification can be submitted on a weekly/monthly basis as agreed
   between yourself and the staff member.

3. Frequent absences – (Short term absences)
   - Absences should be monitored on a continual basis in order to identify patterns of absence (e.g. more than 5
   absences in 12 months, or patterns such as regular absence on Monday or Friday).
   - If you have any concerns regarding a staff member’s absence please contact HR.

4. Return to work:
   - After any period of absence, a staff member’s return to work should be acknowledged, even if it was just one
day. In many cases this may be no more than a courteous enquiry as to whether the staff member is now well.
   - In the case of long term or frequent absences, this may need to be a more formal meeting.
   - For staff absent 4 weeks or more, a ‘fit to resume’ cert from their doctor should be submitted to you at least
   one week in advance of the staff member’s return to work. This cert should be sent to HR immediately to allow
   for backfill notice and payroll instruction.
   - In addition to the ‘fit to resume’ cert from the staff member’s doctor, an assessment will be required by the
   University’s OHP to determine their fitness to resume duty from an occupational health perspective, depending
   on the nature and duration of the illness. The OHP may recommend a phased return to work or possible
   accommodations be put in place.
   - Resources who will work with you to review the request. Your HR Business Partner will also provide advice.

For further information please contact:

Geraldine.Egan@tudublin.ie or 2205228
Sarah.Meredith@tudublin.ie or 2205087
(Academic Staff queries)
Aibheana.Hobson@tudublin.ie or 2205172
(Professional, Management & Support Staff queries)

Further information and related policies:
Sick Leave and Managing Absence
Claiming for Illness/Injury Benefit
Sick Leave Arrangements – Circular 0062/2015
Occupational Stress Management
Addiction & Substance Abuse

Human Resources Department – January 2019