

## **PROCEDURES FOR STAFF OF TU DUBLIN TO CLAIM ILLNESS/INJURY BENEFIT PAYMENT**

The following procedures are a requirement under the TU Dublin Sick Leave Scheme.

**Staff members on sick leave (paid or unpaid) covered by class A PRSI must submit claims for illness/injury benefit (IB1/MED1 forms) to Human Resources and the staff member must also ensure that illness/injury benefit from the Department of Employment Affairs and Social Protection is made payable to the University.**

It is necessary to make the claim **within seven days of becoming ill** and the procedures must be followed each and every time that you are absent sick for more than **six consecutive days**.

**The procedures for claiming illness/injury benefit are detailed below. Failure to follow the procedures may result in an overpayment/deductions from salary.**

When you go to see your doctor, bring a note of your PPS no. with you in case the doctor needs it to fill the form(s). Ask the doctor for form **IB1** (Application form for Illness Benefit and Injury Benefit' and form **MED1** (Certificate of Incapacity for Work). The doctor will fill in their section of the forms.

Fill in your own details on the IB1 and the MED1, making sure to **complete all sections** relevant to you. Please also **ensure that you tick the box** 'Directly to your employer' under the 'Your payment details' section on Part 5 of the IB1 form. Please do not fill in your own bank details at 'Payment to a Financial Institution' (Part 5) as this section will be filled in by TU Dublin HR Department.

Forward the completed forms to HR Department, TU Dublin – City Campus, 5th Floor, Park House Grangegorman, 191 North Circular Road, Dublin 7, D07 EWW4. The HR Department will send your completed forms to the Department of Employment Affairs and Social Protection and will claim your Illness/Injury Benefit payments.

If you are absent for additional days following the submission of your IB1 and initial MED1, you must submit a further MED1 for each additional week of absence. These forms are also available from your doctor and when filled in they must also be forwarded to the HR Department at TU Dublin.

On your final week of absence your doctor must verify that your sick leave has ended by ticking the box 'Final Certificate, if Yes, mark 'X' on your last MED1. This final form must also be forwarded to the TU Dublin HR Department.

Please note the following:-

- If you have inadvertently sent your claim form(s) directly to the Department of Employment Affairs and Social Protection you must ensure that you have notified the Department to make payment directly to TU Dublin
- If the Department of Employment Affairs and Social Protection inadvertently issues Illness/Injury Benefit payments directly to you please contact the Leave & Benefits team (contact details below) as arrangements will need to be made to reclaim the payment from you/recoup it from your salary.

**If you have any queries, please contact the Leave & Benefits Team on:**

**Phone:** 01 2205087 / 2205172 / 2205228

**Email:** [sarah.meredith@dit.ie](mailto:sarah.meredith@dit.ie) [aoibheana.hobson@dit.ie](mailto:aoibheana.hobson@dit.ie) [geraldine.egan@dit.ie](mailto:geraldine.egan@dit.ie)