

Sickness Absence Management A Quick Step Guide for Managers

1.	<p>When a staff member advises that they will be absent on sick leave:</p> <ul style="list-style-type: none"> 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. Update core with certified/uncertified sick leave as appropriate. Certified sick leave should only be entered upon receipt of a medical certificate. Sick leave must not be entered for any days other than those covered by a medical cert, even if the staff member has indicated that they will be absent for longer than the cert specifies. <i>Step-by-step guides for adjusting Core are available upon request from HR.</i>
2.	<p>When the absence reaches 4 weeks:</p> <ul style="list-style-type: none"> 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.	<p>Frequent absences – (Short term absences)</p> <ul style="list-style-type: none"> 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 members absence please contact HR
4.	<p>Return to work:</p> <ul style="list-style-type: none"> 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:

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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