

Sickness Absence Procedures – 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]. • 92 days are granted at full pay in a rolling 1 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 uncertified 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 write your staff number on your medical certificate and submit them 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 6 days, you will be required to submit a claim for Illness Benefit (IB1 form). 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 HR 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
5.	<p>Medical examination:</p> <ul style="list-style-type: none"> • You may be required 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"> • Where an absence reaches 4 weeks you will be required to submit a 'fit to resume' medical certificate directly to your line manager at least one week in advance of recommencing work. If this cert is not submitted, it may result in a delay in your return to work • In addition, it will be necessary to attend an appointment with the University's Occupational Health Provider, Medmark, before returning to work. They will assess your fitness to return from an occupational health perspective. This also ensures that any reasonable accommodations or assistance required is communicated to TU Dublin. In order to avoid delays in your return to work please notify HR as soon as you know that your absence will be 4 weeks or longer as it can take some time to schedule an appointment.
7.	<p>Recording of your sick leave:</p> <ul style="list-style-type: none"> • If you are a part time member of staff, you should note that, as sick leave is not pro-rated according to your working arrangement, rest days that are preceded and followed by sick leave will be recorded as same.

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Further information and related policies:

Sick \leave & Management Absences
 Claiming for Illness/Injury Benefit
 Occupational Stress Management
 Addiction & Substance Abuse
 Sick Leave Arrangements – Circular 0062/2015
Human Resources Department –February 2019