



Staff Notice

Sick Leave Absence Guidelines

Notification of Absence:

An employee who is absent due to illness must notify, or make suitable arrangements to notify their School Principal/Deputy Principal or Head of Centre or, in his/her absence, the next senior grade in the College/Department/Centre in which they are based as early as possible on the first day of the absence and at latest, before the normal start time. The employee should, where possible, indicate the likely duration of the absence and any urgent work which has to be dealt with in their absence to ensure that nothing essential is missed. Text messages, voicemails outside of office hours and/or emails are not acceptable methods of notification except in exceptional circumstances and should be followed up by the normal protocol at the earliest possible opportunity.

Medical Certificates:

Where an employee is absent on continuous sick leave for more than 2 consecutive days (3 days for teachers) a medical certificate must be provided to the employer ASAP.

Medical certificates must be signed and stamped by a duly qualified medical practitioner registered with the Irish/UK Medical Council/Dental Council of Ireland and must cover a period of up to but no more than one week. However, certification for periods of one month may be permitted at the discretion of the Human Resources Manager for employees absent on long term critical illness.

Dates on a medical certificate must match the actual absence from work as recorded by the school/centre. The name on your medical certificate should match the name on your payslip. If there is a variation, eg. maiden name or Irish name – please advise same. **N.B. A medical certificate cannot be for a spouse or child.**

An employee intending to resume duty prior to the date specified on the medical certificate must provide a medical certificate of fitness from their Doctor before the date of resumption. Medical certificates which are undated, backdated, illegible or outside the acceptable guidelines will not be accepted and the employee will be requested to re-submit a correctly completed one.

If your absence spans a weekend, the weekend is included. i.e. absent from Tuesday to Tuesday inclusive equals 8 days certified sick leave.

Pregnancy Related Sick Leave (PRSL) must be stated on a medical certificate if an absence from work is due to a pregnancy related illness. Each ante-natal appointment that you take time off work to attend must be documented with evidence from the Hospital confirming it as an **ante-natal** appointment, otherwise it will be recorded and counted as sick leave (either certified or self-certified).

The full guidelines surrounding an acceptable medical certificate are outlined in the relevant circulars or in Terms & Conditions of Employment for Registered Teachers available on the Department of Education and Skills website www.education.ie

Illness Benefit:

Any staff member who is eligible for Illness Benefit (paying Class A PRSI) should make the necessary claim to the Department of Employment Affairs & Social Protection **if they are absent longer than 7 consecutive days**. This application form is available from their GP. (Form IB1 and MED1 certificate). Please refer to the attached Notice advising how to make a claim.

If an employee is not eligible to receive Illness Benefit, due to the fact that they are in receipt of another social welfare payment, it is their responsibility to provide the Human Resources Department **with a letter from the Department of Employment Affairs & Social Protection** stating same.

Self-Certified Sick Leave:

A Self Certified Sick Leave Form must be completed if you take this type of leave. Forms are available from your school/centre office. The maximum entitlement to self-certified sick leave, over a rolling period of 2 consecutive years, is **7 days** (full-time equivalent). **Any absence in excess of this must be certified.**