

# IMPORTANT INFORMATION FOR EMPLOYEES (CLASS A PRSI CONTRIBUTORS)

## REVISED PROCEDURES FOR DEALING WITH ILLNESS BENEFIT WHILE ABSENT ON SICK LEAVE WITH EFFECT FROM 1 JANUARY 2020.

From the 1 January 2020, Kilkenny and Carlow ETB will introduce revised procedures in regard to the processing of illness benefit deductions for all employees. Employees who pay Class A PRSI (generally speaking any employee appointed after the 6 April 1995 would pay Class A PRSI, however if you are unsure please refer to your payslip) are asked to please review the information below as it contains important information regarding the procedure to follow while absent on certified sick leave and changes to how payment will be processed while on certified sick leave from that date. All employees are advised to familiarise themselves with the Illness Benefit process. It is the responsibility of the employee to ensure they submit the illness benefit claim within the deadlines set out by **Department of Employment Affairs and Social Protection (DEASP)**. Further information is available on the DEASP website - [www.welfare.ie](http://www.welfare.ie)

When an employee (Class A PRSI contributor) is absent on certified sick leave, salary will continue to be paid by the ETB, however, deductions will be made in line with the DEASP rules governing eligibility for receipt of illness benefit. There will be no deduction for the first six days of a certified illness. Further information regarding entitlement to illness benefit is available on the DEASP website - [www.welfare.ie](http://www.welfare.ie)

This procedural change does not affect your Sick Leave entitlements which are still governed by Department of Education and Skills Circular Letters 54/2019 (Teaching Staff); 60/2019 (Special Needs Assistants) and 63/2015 (Staff other than Teachers and SNAs).

### Procedure

**If you are absent on sick leave, the Principal/Manager/Head of Department will notify HR Unit in accordance with standard procedures in place. You must supply a medical certificate as normal for any period of certified sick leave, regardless of the duration.**

When an employee who pays Class A PRSI is absent on sick leave (certified, critical and pregnancy-related at full and half rate of pay) for more than six days, they must also submit a DEASP illness benefit claim (**IB1 form**) to DEASP at the address referenced on the forms. **Please ensure you put your own bank details on the IB1 form as the illness benefit payments will be issued to your account by DEASP.** Staff will no longer be required to send their illness benefit claim forms to the ETB for processing with effect from 1 January 2020.

### Payment of Salary

With effect from 1 January 2020, if you are absent on sick leave (certified, critical and pregnancy-related at full and half rate of pay) for more than six (6) days duration, the following will apply in terms of salary:

Subject to sufficient entitlement under the relevant Sick Leave scheme, you will continue to be paid salary as normal by the ETB, less a deduction which will be made directly from your salary in line with the standard illness benefit payable by DEASP; this rate may change from time to time in line with DEASP guidelines.

This will occur automatically once HR receives notification that you are absent on certified sick leave of longer than 6 days duration and will be reflected in the next pay period. (This may occur in arrears in some cases depending on the timing of the absence and when the payroll was processed)

Please note that it is each employee's responsibility to ensure they make the necessary application to DEASP to ensure that they maintain full payment while absent on sick leave.

NB: If an employee delays making their application for Illness benefit from DEASP, that may result in a corresponding delay in an employee receiving payment from DEASP. In such cases, it may occur that the illness benefit deduction will apply to your salary before you receive an Illness Benefit payment from DEASP. Accordingly, it is in each employee's best interests and their responsibility to ensure that their own claim is submitted to DEASP in time to avoid this occurring.

### **Ineligibility for Illness Benefit**

If you are advised by DEASP that you are not eligible\*\* for payment of Illness benefit then you must provide **original** evidence of the DEASP decision to the Human Resources Department, Kilkenny and Carlow. On receipt of this, any adjustment made in respect of illness benefit will be refunded to you as soon as possible. In the event of this occurring, you should notify HR Operations Team immediately.

***\*\*Please note that any deduction made by the ETB in respect of Illness benefit will not be refunded if the refusal by DEASP is on the basis that you did not submit your claim on time to DEASP.***

### **Additional Information:**

Further information regarding entitlement to illness benefit / how to make an application / relevant rules etc. is available on the DEASP website - [www.welfare.ie](http://www.welfare.ie)

### **Questions in respect of the above should be referred to:**

Ann Lennon 056 7770966 ext 219 [alennon@kcetb.ie](mailto:alennon@kcetb.ie) or  
Anne Coonan 056 7770966 ext 214 [aconan@kcetb.ie](mailto:aconan@kcetb.ie)  
HR Operations Team  
Kilkenny and Carlow ETB  
Seville Lodge, Callan Road  
Kilkenny

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