

## Managing Sick Leave- A Quick Guide

Actions	Role of the Staff Member	Role of the Line Manager
<b>First day of absence and each day thereafter</b>	Report to Line Manager as early as possible on the first day of absence and indicate the likely duration of absence if known.	Record absence and inform HR using CF012 Sick Leave Form
<b>Doctors Certificate requirements</b>	Submit a medical certificate to the line manager where the sick leave period extends beyond a second consecutive day absence and as necessary thereafter in accordance with UL's Sick Leave Scheme.	Review, record and submit to HR, monitor timeframe regarding expiry of Certificate
<b>Claiming Illness Benefit</b>	<p>Staff who pay Class A rate of PRSI may be entitled to Social Welfare Illness Benefit for absence due to illness in excess of 5 days. Since 01 January 2024, Illness Benefit is paid from day 6 of the claim if you have not used any of your entitlement prior to this instance of illness. If you have used some of your entitlement prior to this instance of illness, you may receive payment from an earlier date. The University will automatically deduct Social Welfare Illness/Injury Benefit from the Staff member's salary. It is, therefore, important that a Social Welfare Illness claim is made directly to the Department of Social Protection as soon as possible.</p> <p><b>How to Claim Social Welfare Illness/Injury Benefit</b></p>	Remind staff member to apply for illness benefit, if applicable.

	<ul style="list-style-type: none"> <li>• Ask your doctor for an IB1 form. If you are or have been an in-patient in hospital, you should ask a hospital doctor to give you a pro forma letter which you can bring to your GP who will issue the claim form (IB1) and medical certificate.</li> <li>• Once completed, your form should be returned to your local Social Welfare Office or by post to Social Welfare Services, PO Box 1650, Dublin 1.</li> <li>• Illness Benefit is paid directly to the employee by Social Welfare. Therefore, deductions will automatically be made from your salary by the payroll office.</li> </ul> <p>Please note that the option for illness payment paid to the employer should NOT be selected on your form. In all circumstances staff should select that payment be made directly to themselves.</p>	
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<p><b>Long-Term absence</b></p>	<p>Maintain regular contact with your line manager, including the submission of medical certificates on an ongoing basis. Attend occupational health appointment as requested in accordance with the University's Sick Leave Scheme.</p> <p>Employees who have Income Continuance Protection (ICP) should engage with the ICP provider at the earliest opportunity to discuss any claim as it may relate to reduced pay whilst absent on long-term sick leave.</p>	<p>Check in with staff member regularly and update HR as appropriate based on medical certificates. Monitor the submission of Certificates and follow-up on same on an ongoing basis. Ensure that medical certs are submitted to HR. Provide details of employee support service available  <a href="https://www.ul.ie/hr/current-staff/employee-relations/employee-support-service">https://www.ul.ie/hr/current-staff/employee-relations/employee-support-service</a></p>
<p><b>Return to work</b></p>	<p>Fill out CF012 Sick Leave Form recording 'Return to Work' details with Line Manager. Seek a fitness to return to work certificate from your doctor. Attend Occupational Health appointment if required.</p>	<p>Fill out CF012 Sick Leave Form recording 'Return to Work' details, update HR</p>
<p><a href="#">Sick Leave Form</a></p>		
<p><a href="#">Sick Leave Scheme</a></p>		
<p><a href="#">Sick Leave Scheme Directive DoES 2014.pdf (ul.ie)</a></p>		
<p><a href="#">Employee Support Service   UL - University of Limerick</a></p>		