

## **CHANGES TO THE SICK LEAVE SCHEME**

A new sick leave scheme has been introduced for all staff effective from 1<sup>st</sup> September 2014 under Circular Letter 0063/2014 (All staff other than teachers or SNA's) and Circular Letters 59/2014 (Teachers) and 60/2014 (SNAs). A copy of these circulars can be obtained in your centre. Alternatively you can access them on the Department of Education & Skills website: [www.education.gov.ie/circulars](http://www.education.gov.ie/circulars) or view them on the staff intranet.

Below is a synopsis of the main changes to the sick leave scheme.

### **NON CRITICAL ILLNESS (ORDINARY ILLNESS PROVISIONS):**

An employee who is absent on sick leave under the above may be granted paid sick leave as follows:

- Three months full pay (92 days) in a one year period
- Followed by three months (91 days) half pay
- Subject to a maximum of 6 months (183 days) paid sick leave in a rolling four year period
- Temporary rehabilitation remuneration (TRR) may be payable for a maximum period of 18 months (548 days) subject to pensionability and service. This TRR limit is an overall lifetime limit.

### **CRITICAL ILLNESS OR SERIOUS PHYSICAL INJURY:**

The award of extended pay below will be based on medical advice given from our Occupational Health Provider. An employee who is absent on sick leave based on this advice may be granted paid sick leave as follows:

- Six months full pay (183 days) in a year
- Followed by six months (182 days) half pay
- Subject to a maximum of 12 months (365 days) paid sick leave in a rolling four year period
- Temporary rehabilitation remuneration (TRR) may be payable for a period of 12 months (365 days) and may be extended for a further period of temporary rehabilitation remuneration not exceeding 24 months (730 days). This TRR limit is an overall lifetime limit.

### **CALCULATION OF SICK PAY:**

To calculate the rate of pay for sick leave, there is a dual look back system.

Firstly the employee's sick leave is reviewed over the last 4 years period from the current date of absence. This review includes all certified and self certified sick leave.

<b>Non-Critical Illness</b>	<b>Critical Illness</b>
<p>If the number of days taken is greater than <b>183</b> days in the four year period, no paid sick leave is granted and any entitlement to temporary rehabilitation remuneration will be assessed.</p> <p>If the number of days is less than 183 days, paid sick leave may be granted as follows:</p> <ul style="list-style-type: none"><li>• If <b>less than 92</b> days has been taken in the last 12 months, full pay will be granted for the balance of the 92 days followed by half pay or TRR as appropriate</li><li>• If <b>more than 92</b> days has been taken in the last 12 months, half pay will be granted up to a maximum of 91 days and the overall total of sick leave on full pay and half pay cannot exceed 183 days in the last four year period</li></ul>	<p>If the number of days taken is greater than <b>365</b> days in the four year period, no paid sick leave is granted and any entitlement to temporary rehabilitation remuneration will be assessed.</p> <p>If the number of days is less than 365 days, paid sick leave may be granted as follows:</p> <ul style="list-style-type: none"><li>• If <b>less than 183</b> days has been taken in the last 12 months, full pay will be granted for the balance of the 183 days followed by half pay or TRR as appropriate</li><li>• If <b>more than 183</b> days has been taken in the last 12 months, half pay will be granted up to a maximum of 182 days and the overall total of sick leave on full pay and half pay cannot exceed 365 days in the last four year period</li></ul>

Appendix A illustrates examples of how the dual look back arrangement operates.

### **UNPAID SICK LEAVE:**

An employee who does not qualify for Temporary rehabilitation remuneration will only be granted unpaid sick leave up to a maximum of 18 months for a non critical illness and 36 months for a critical illness.

### **STAFF WHO WERE ABSENT ON CERTIFIED SICK LEAVE PRIOR TO 1<sup>ST</sup> SEPTEMBER 2014:**

Where an employee has commenced a period of sick leave prior to 1<sup>st</sup> September 2014 and has not resumed duty yet, they will continue to avail of the pre September 2014 scheme.

### **REQUIREMENT FOR A MEDICAL CERTIFICATE:**

There is no change for teachers on the requirement to submit a medical certificate on the fourth day of an absence.

For SNAs, maintenance and all other staff, a medical certificate must be furnished to your Principal/Head of Centre/Supervisor on the third day of an illness.

For staff paying Class A PRSI, a claim to the Department of Social Protection for illness benefit should be made after 6 consecutive days of sick leave. In this regard, maintenance staff who previously were not paid for the first three days of an absence will now be paid from the 1<sup>st</sup> day of certified illness.

### **PREGNANCY RELATED ILLNESS:**

If an employee is unfit for work due to a pregnancy related illness and has exhausted sick leave at half pay, she will continue to receive sick leave at half pay for the duration of her pregnancy related illness, prior to going on maternity leave .

If the employee is still unfit for work following maternity leave, access to sick leave at half-pay will be extended by the period of absence on sick leave at half pay due to pregnancy related illness, which occurred before she went on maternity leave.

### **SELF CERTIFIED LEAVE:**

A staff member has an entitlement to seven days self-certified paid sick leave over a rolling two year period. The rolling two year period is counted backwards from the date of the latest self-certified sick leave.

**Example:** a staff member takes a self-certified sick leave day on 30<sup>th</sup> October 2014. The rolling two year period is counted from 31<sup>st</sup> October 2012 to 30<sup>th</sup> October 2014. If the amount of self-certified sick leave is 7 days or less for this period, you will be paid.

Queries regarding any leave should be sent to [attendance.system@cdetb.ie](mailto:attendance.system@cdetb.ie) quoting your query in the subject line (for example, certified sick leave, maternity leave, etc).

**Please see the attached Frequently Asked Questions for further information.**

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