

Sick Leave: Frequently Asked Questions:

What notification do I need to give?

You must contact CDETB as early as possible on the first day of absence and speak with the appropriate point of contact. Text message or email is not appropriate.

Staff Category	Point of Contact	Contact Time
Teachers/ SNA	Principal/ Deputy Principal/ Head of Centre	8.30am
All other staff	Direct Supervisor/ Manager/ Head of Centre	8.45am
Maintenance Staff	Direct Supervisor/ Deputy Principal/ Principal	7.30-8am

Where possible, an indication should be given as to the likely duration of the absence on the first day of absence or, as soon as practical, when this is known.

It is good practice and reasonable for CDETB (your contact person) to ascertain the nature of the illness, the anticipated length of absence and details of any outstanding work/ messages that need to be passed onto others etc.

When returning from sick leave, you *must* inform your point of contact as early as possible on the day of your return.

Will there be a return to work meeting?

It is good practice for a 'return to work meeting' to take place following a period of absence. The purpose of any meeting is

- To welcome the person back from sick leave
- confirm they are well enough to be in work
- update in terms of what has happened during the period of leave
- outline of any new priorities, if applicable.

Can CDETБ send me to the Occupational Health Service (OHS)?

Yes the sick leave policy says we reserve the right to send employees to OHS. A referral may take place in the following circumstances;

- Sick leave of 4 weeks (28 days) continuous or cumulative in a 12 month rolling period
- Where absence are unduly frequent or where the maximum of seven days allowable is regularly approached or taken year after year
- If CDETБ has reasonable concern relating to medical fitness for work.

The purpose of a referral is to establish a number of possible facts such as a potential return to work date, adaptations that may be required to assist an early return to work, medical capacity to continue in employment etc.

When and how do I apply for Illness Benefit?

If you are absent for more than 6 consecutive days, you must apply to the Department of Social Protection for illness benefit. A form can be obtained from your doctor which should be signed by you and your doctor and returned to your Local Social Welfare Officer or to Social Services, PO Box 1650, Dublin 1. It should be indicated on the form that payment be made directly to CDETБ.

Where can I find the Policy?

The policy is available from the staff intranet site or requesting it directly from HR by email hr@cdetb.ie