

18 August 2014



## **Information Note re Revised Sick Leave Schemes**

As previously advised new sick leave arrangements will be introduced on 1<sup>st</sup> September 2014. Circulars have been issued by the DES to give effect to the changes. You are advised to read the circular carefully as the changes to the current arrangements are complex. The assist a quick guide to the main changes is outlined in the attachment but this must be read in conjunction with the Circular.

Please note for staff that have access to the online CORE system for leave balances that the sick leave balance has been turned off as we need to reconfigure the revised sick leave rules on the existing system and also on the upgraded version which we anticipate moving to during the Autumn. Sick leave balances will be turned on again once we are satisfied that they are correct.

If you have a query in relation to the revised sick leave arrangements please email your query to [leavereturns@corketb.ie](mailto:leavereturns@corketb.ie)

Yours sincerely



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Suzanne Mullins

Human Resource Manager

**Brief Overview of Revised Sick Leave Arrangements  
(to be read in conjunction with relevant circular)**

<b>Notification of Absence</b>	<p>Any employee absent from work must notify, or make suitable arrangements to notify the College / Department / Centre in which they are based, as soon as possible on the first day of absence. The employee is also required to where possible indicate the likely duration of absence.</p> <p>Absences of <b>more than 2 days</b> (i.e. on third day) require a medical certificate to be submitted to the employer. All medical certificates must:</p> <ul style="list-style-type: none"> <li>• Be signed by a duly qualified medical practitioner registered with the Irish / UK Medical Council / Dental Council of Ireland and have the medical practitioners stamp / registration number on the certificate</li> <li>• Normally be for a minimum period of 1 week but 3 days is acceptable but no more than a maximum of one month</li> </ul>	
<b>Type</b>	<b>Time Limits</b>	<b>Dual Look Back / Assessment</b>
<b>Ordinary Illness</b>	<ul style="list-style-type: none"> <li>• Maximum 92 days (3 months) at full pay in a year</li> <li>• Maximum 91 days (3 months) at half pay in a year</li> <li>• Subject to an overall maximum of 183 days (6 months) in a rolling 4 year period</li> </ul>	<ul style="list-style-type: none"> <li>• Review sick leave over last 4 years from current date of absence to assess if paid sick leave has not exceeded 183 days (6 months) in which case paid sick leave will apply</li> <li>• If paid sick leave applies then sick leave record is reviewed over the 1 year period from the current date of absence to determine the rate that applies. If initial 92 days not exhausted then full pay applies to this limit. Thereafter half pay will apply unless this is also exhausted in which case TRR will apply.</li> </ul>
<b>Critical Illness</b>	<ul style="list-style-type: none"> <li>• Maximum 183 days (6 months) at full pay in a year</li> <li>• Maximum 182 days (6 months) at half pay in a year</li> <li>• Subject to an overall maximum of 365 days (12 months) in a rolling 4 year period</li> </ul>	<ul style="list-style-type: none"> <li>• Review sick leave over last 4 years from current date of absence to assess if paid sick leave has not exceeded 365 days (12 months) in which case access may be granted</li> <li>• If access applies then sick leave record is reviewed over the 1 year period from the current date of absence to determine the rate that applies. If initial 183 days not exhausted then full pay applies to this limit. Thereafter half pay will apply unless this is also exhausted in which case TRR will apply.</li> </ul>
<b>Temporary Rehabilitation Remuneration (TRR)</b>	<ul style="list-style-type: none"> <li>• Will not exceed 548 days (18 months) in the case of ordinary illness</li> </ul>	<ul style="list-style-type: none"> <li>• Must have 5 years service in a pensionable position</li> <li>• Must be confirmed by Occupation Health Provider (Medical Service) that there is a reasonable prospect of a return to work</li> <li>• Period of TRR is not a period of reckonable service for pension purposes</li> <li>• Calculated on pensionable pay and paid pensionable service accrued in the employment at the time paid sick leave is exhausted together with the added years of service which would be awarded if ill retirement was granted.</li> </ul>

**NOTE: Please refer to worked examples at back of circular regarding the application of time limits under the dual look back / assessment**