



## SICK LEAVE - Frequently Asked Questions:

**Question 1.** In the event I become sick, what are my responsibilities?

**Answer 1.** If you become ill, you will need to advise your line manager a minimum of one hour before you are due to commence duty, but not any later than 10.00 a.m. If for any reason the relevant manager is not available, staff are advised to report the absence to another appropriate manager. A voice-mail or message left with a junior colleague is not acceptable. Please indicate how long you expect to be absent and the general nature of your illness.

**Question 2.** I am absent from work for 2 consecutive days e.g. Monday, Tuesday, what do I do?

**Answer 2.** You do not need to submit a medical certificate (once you have not exceeded the 7 days uncertified sick leave allowed over a rolling 24 month period). If you are entitled to sick pay in accordance with Circular letter 062/2015 then salary will be paid to you. If you have exceeded your uncertified sick leave entitlement you are required to submit a medical certificate to cover your absence.

For the purpose of receiving benefit or salary; you are not required to make a claim for Illness/Injury benefit. However, it is advisable to submit a claim to build PRSI credited contributions which could help you qualify for future social welfare payments. The claim should be submitted to the Department of Employment Affairs & Social Protection [DEASP].

**Question 3.** I am absent from work for 3 consecutive days e.g. Monday, Tuesday and Wednesday, what do I do?

**Answer 3.** You need to submit a medical certificate to your line manager to cover your absence from work. If you are entitled to sick pay in accordance with Circular letter 062/2015 then salary will be paid to you.

For the purpose of receiving benefit or salary; you are not required to make a claim for Illness/Injury benefit. However, it is advisable to submit a claim to build PRSI credited contributions which could help you qualify for future social welfare payments. The claim should be submitted to the DEASP.

**Question 4.** I am absent from work for 4 consecutive days e.g. Monday, Tuesday, Wednesday, Thursday, what do I do?

**Answer 4.** You need to submit a medical certificate to your line manager to cover your absence from work. If you are entitled to sick pay in accordance with Circular letter 062/2015 then salary will be paid to you.

As this absence is for more than 3 consecutive days, if you pay Category A, E, H or P PRSI (you will find your PRSI category on your payslip) you need to make a claim for Illness/Injury benefit to the DEASP within 7 days of becoming ill **and** you must ensure that you fill in your **own bank details** on the claim form so that the benefit is paid directly to you. Guidelines on how to apply are found on our website. As the DEASP do not pay benefit for the first 3 days of illness (known as waiting days) a benefit payment from the DEASP will be made to you for one day only. As such, one day at the standard rate of illness/injury benefit will be deducted from your pay in the following month.

**Question 5.** I am absent from work for 5 consecutive days e.g. Monday, Tuesday, Wednesday, Thursday, Friday and return to work the following Monday, what do I do?

**Answer 5.** You need to submit a medical certificate to your line manager to cover your absence from work. If you are entitled to sick pay in accordance with Circular letter 062/2015 then salary will be paid to you.

As this absence is for more than 3 consecutive days, if you pay Category A, E, H or P PRSI (you will find your PRSI category on your payslip) you need to make a claim for Illness/Injury benefit to the DEASP within 7 days of becoming ill **and** you must ensure that you fill in your **own bank details** on the claim form so that the benefit is paid directly to you. Guidelines on how to apply are found on our website. As the DEASP do not pay benefit for the first 3 days of illness (known as waiting days) a benefit payment from the DEASP will be made to you for two days only. As such, two days at the standard rate of illness/injury benefit will be deducted from your pay in the following month.

**Question 6.** I am absent from work for 6 working days that overlap with a weekend e.g. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, what do I do?

**Answer 6.** You need to submit a medical certificate to your line manager to cover your absence from work.

As this absence is for more than 3 consecutive days, if you pay Category A, E, H or P PRSI (you will find your PRSI category on your payslip) you need to make a claim for Illness/Injury benefit to the DEASP within 7 days of becoming ill **and** you must ensure that you fill in your **own bank details** on the claim form so that the benefit is paid directly to you. Guidelines on how to apply are found on our website. As the DEASP do not pay benefit for the first 3 days of illness (known as waiting days) a benefit payment from the DEASP will be made to you for three days only. As such, three days at the standard rate of illness/injury benefit will be deducted from your pay in the following month.

If the amount deducted from your pay differs from the value you receive from DEASP please submit a statement of payments received from the DEASP to Human Resources so that your pay can be readjusted.

**Question 7.** I am absent from work on Friday and the following Monday, what do I do?

**Answer 7.** You will need to submit a medical certificate to your line manager to cover the absence from work as this is classed as 4 days of absence. Saturday and Sunday are counted as sick days.

As this absence is for more than 3 consecutive days, if you pay Category A, E, H or P PRSI (you will find your PRSI category on your payslip) you need to make a claim for Illness/Injury benefit to the DEASP within 7 days of becoming ill **and** you must ensure that you fill in your **own bank details** on the claim form so that the benefit is paid directly to you. Guidelines on how to apply are found on our website. As the DEASP do not pay benefit for the first 3 days of illness (known as waiting days) a benefit payment from the DEASP will be made to you for one day only. As such, one day at the standard rate of illness/injury benefit will be deducted from your pay in the following month.

**Question 8.** I am absent from work for 7 consecutive days or more e.g. Wednesday, Thursday Friday, Saturday, Sunday, Monday, Tuesday, Wednesday and this becomes an ongoing period of sick leave, what do I do?

**Answer 8.** You need to submit a medical certificate to your line manager to cover your absence from work.

As this absence is for more than 3 consecutive days, if you pay Category A, E, H or P PRSI (you will find your PRSI category on your payslip) you need to make a claim for Illness/Injury benefit to the DEASP within 7 days of becoming ill **and** you must ensure that you fill in your **own bank details** on the claim form so that the benefit is paid directly to you. As the DEASP do not pay benefit for the first 3 days of illness (known as waiting days) a benefit payment from the DEASP will be made to you for each day of sick leave after the third day.

If the amount deducted from your pay differs from the value you receive from DEASP please submit a statement of payments received from the DEASP to Human Resources so that your pay can be readjusted.

**Question 9.** I am absent from work for a long term period of sick leave, e.g. four weeks or more, what do I do?

**Answer 9.** You need to submit medical certificates to your line manager on a weekly or monthly basis to cover your absence from work and you must submit a final certificate to your line manager **at least two weeks before returning to work** confirming that you are fit to return to work. After four weeks of absence you will also be required to attend the University's Occupational Health Physician. For further details please see the University's Sick Leave and Managing Absences policy.

As this absence is for more than 3 consecutive days, if you pay Category A, E, H or P PRSI (you will find your PRSI category on your payslip) you need to make a claim for Illness/Injury benefit to the DEASP within 7 days of becoming ill **and** you must ensure that you fill in your own bank details on the claim form so that the benefit is paid directly to you. For a long term absence your doctor may give you monthly claim forms (Certificates of Incapacity for Work) so that you can send them to DEASP on a monthly rather than weekly basis. As the DEASP do not pay benefit for the first 3 days of illness (known as waiting days) a benefit payment from the DEASP will be made to you for each day of sick leave after the third day. Please note Sunday is not counted as a waiting day for illness benefit. As such, each day that benefit would be payable to you from the DEASP will be deducted from your salary in the following month(s) at the standard rate of illness/injury benefit.

If the amount deducted from your pay differs from the value you receive from DEASP please submit a statement of payments received from the DEASP to Human Resources so that your pay can be readjusted.

**Question 10.** I was not aware that the policy changed and I sent my claim forms to TU Dublin. What should I do?

**Answer 10.** From 1 June 2020, any illness benefit claim forms received in TU Dublin will be returned to the staff member, for forwarding onto the DEASP. Please be mindful of the timelines set by DEASP for payment. While we are working from home there will be a delay in returning forms submitted.

**Question 11.** I did not claim within 7 days. Will my claim be denied by DEASP? Will I be paid my normal salary?

**Answer 11.** The deadline for making a claim for illness benefit is 6 weeks. However, it should be noted that where a claim is made after 7 days you must indicate on your claim form what the reason is for the late claim and if the reason is not accepted, the claim may be denied. If you are denied benefits by DEASP due to a late claim, the standard rate of illness benefit will still be deducted from your salary.

**Question 12.** I was too sick to make my claim. What should I do?

**Answer 12.** The deadline for making a claim for illness benefit is 6 weeks. However, it should be noted that where a claim is made after 7 days you must indicate on your claim form what the reason is for the late claim and if the reason is not accepted, the claim may be denied. If you are denied benefits by DEASP due to a late claim, the standard rate of illness benefit will still be deducted from your salary.

**Question 13.** I did not fill in the IB1/Incapacity to Work forms properly. What should I do?

**Answer 13.** You can contact the DEASP by phone at 1890 928 400 or through the 'Contact us' page of their website: <https://www.welfare.ie/en/Pages/secure/GENENQ.aspx?subject=Illness%20Benefit> and they will advise what to do. Or your doctor may provide you with a new form(s) to resubmit to DEASP.

**Question 14.** I tried phoning DEASP with a query but I cannot get through to them. What should I do?

**Answer 14.** There is an option to contact DEASP through the 'Contact us' page of their website: <https://www.welfare.ie/en/Pages/secure/GENENQ.aspx?subject=Illness%20Benefit>

**Question 15.** Do I have to send more than one form to DEASP to claim illness benefit?

**Answer 15.** Yes. Your doctor should initially give you an IB1 form and a Certificate of Incapacity for Work (MED1) form and further MED1 forms for a continuing period of sick leave. When you have recovered and your sick leave is finishing, the last MED1 form should be clearly marked as Final by your doctor.

**Question 16.** Are weekends counted as sick leave?

**Answer 16.** Weekends are counted as sick leave where a Friday and the following Monday are sick days.

**Question 17.** I sent my claim to DEASP but named TU Dublin as the payee. What should I do?

**Answer 17.** Contact Human Resources and if the payment comes into TU Dublin, Human Resources will arrange to pay it back to you.

Or you can contact the DEASP by phone at 1890 928 400 or online enquiry through the 'Contact us' page of their website: <https://www.welfare.ie/en/Pages/secure/GENENQ.aspx?subject=Illness%20Benefit> and ask for the payment to be made to you.

**Question 18.** The value deducted from my pay is different from the amount of benefit I received. What should I do?

**Answer 18.** If the amount deducted from your pay differs from the value you receive from DEASP please submit a statement of payments received from the DEASP to Human Resources so that your pay can be readjusted.

If you have been diagnosed or are self-isolating due to COVID-19, please see the University's Absence Management Policy for details.

For queries, please email [Leaveandbenefits@tudublin.ie](mailto:Leaveandbenefits@tudublin.ie) or [payroll.city@TUDublin.ie](mailto:payroll.city@TUDublin.ie)