

## Sickness Absence Management A Quick Step Guide for Managers

1.	<p><b>When a staff member advises that they will be absent on sick leave:</b></p> <ul style="list-style-type: none"> <li>Your initial conversation with the staff member will involve making enquiries as to their general well-being and asking them for an indication of how long they expect to be absent. Remind them to submit their medical certificates to you on a weekly or monthly basis and to adhere to the sick leave &amp; managing absence policy.</li> <li>Update Core Time with certified/uncertified sick leave as appropriate. Certified sick leave should only be entered upon receipt of a medical certificate and as per the dates on the certificate. <i>Step-by-step guides for adjusting Core Time are available upon request from HR.</i></li> <li>Once Core Time has been updated, please submit the medical certificate to HR.</li> <li>Please keep in regular contact with the staff member e.g. weekly, fortnightly, monthly, as appropriate.</li> <li>If a cert is outstanding for more than one week please request that it is submitted without delay.</li> <li>If you have not received a medical cert but the staff member has indicated that their absence will be for an extended period of time (i.e. longer than 2 weeks), please advise HR immediately as a salary deduction may be required. Early notification will reduce the likelihood of an overpayment occurring.</li> </ul>
2.	<p><b>When the absence reaches 4 weeks:</b></p> <ul style="list-style-type: none"> <li>In cases where the absence reaches 4 weeks, the staff member will be entered into the University's case management process to monitor the absence.</li> <li>For staff absent 4 weeks or more, a 'fit to resume' cert from their doctor should be submitted to you at least one week in advance of the staff member's return to work. This cert should be sent to HR immediately to allow for backfill notice and payroll instruction.</li> <li>In addition to the 'fit to resume' cert from the staff member's doctor, an assessment will be required by the University's OHP to determine their fitness to resume duty from an occupational health perspective, depending on the nature and duration of the illness. The OHP may recommend a phased return to work or possible accommodations be put in place. Please note the staff member is not permitted to return to work until the report from the OHP has been received and if necessary, arrangements put in place.</li> </ul>
3.	<p><b>Frequent absences – (Short term absences)</b></p> <ul style="list-style-type: none"> <li>Absences should be monitored on a continual basis in order to identify patterns of absence (e.g. more than 5 absences in 12 months, or patterns such as regular absence on Monday or Friday)</li> <li>If you have any concerns regarding a staff members absence please contact your HR Business Partner or Leave &amp; Benefits.</li> </ul>
4.	<p><b>Return to work:</b></p> <ul style="list-style-type: none"> <li>After any period of absence, a staff member's return to work should be acknowledged, even if it was just one day. In many cases this may be no more than a courteous enquiry as to whether the staff member is now well. In the case of long term or frequent absences, this may need to be a more formal meeting to enquire about their general health and advise of any changes and training that may be required.</li> <li>Your HR Business Partner will assist with any advice required.</li> </ul>

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