Management of Sick Leave

**Department of Public Expenditure & Reform Circulars**

Management of Sick Leave 9/2010
Self Certified Paid Sick Leave Arrangements 16/2012
Certified Sick Leave Revised Arrangements 2014

**OPW Office Notices**

Management of Sick Leave 22/2012
Self Certified Sick Leave 27/2012
Changes to Public Service Certified Sick Leave Scheme 19/2013
KEY CHANGES

- Transition to PeoplePoint w.e.f.17.2.14
- New Monitoring & Reporting arrangements
- Role/Responsibility of Line Managers
- Reduction in Certified Sick Leave limits w.e.f.1.3.14
- Reduction in Self Certified Sick Leave limits w.e.f.1.11.12
Self Certified Paid Sick Leave D/PER Circ 16/2012 & Self Certified Sick Leave O/N 27/2012

- Changes effective from 1.11.12
- 7 days in a rolling 24 month period (previously 12 month period) e.g. 2.1.14 rolls back to 3.1.12
- Granted for a single or two day absence
- Medical certification required for absences in excess of 2 consecutive working days or if absence spans a weekend i.e. 4 days
● Self Certified Sick Leave remains a privilege

● Each day in excess of 7 days will be an Unpaid absence

● Unpaid absences do not reckon for service for the purpose of Annual Leave, Superannuation, Promotion, Increments or Seniority

● Overpayments will be recouped from salary
Paid Certified Sick Leave

- Changes effective from 1.3.14
- 6 months at Full Pay reduced to 3 months
- 6 months at Half Pay reduced to 3 months
- Pension Rate of Pay replaced by Temporary Rehabilitation Pay
- Critical Illness Protocol or Serious Physical Injury (excludes Occupational Injury/Illness)
Self Certified & Certified Sick Leave

- Staff member should inform Line Manager verbally within one hour of starting time on the first day of absence

- Appendix II of Circular 16/2012 should be completed following each absence on grounds of Sick Leave (Certified or Self Certified) or Resumption of Work e-Form
Temporary Rehabilitation Pay & Critical Illness Policy

- Temporary Rehabilitation Pay (formerly known as Pension Rate of Pay) may be paid for a maximum period of 18 months
- Critical Illness provision is 6 months at Full Pay followed by 6 months at Half Pay in a rolling 4 year period
Role of Line Manager

- Duty of care to staff
- Aware of Sick Leave patterns
- Inform PeoplePoint of absence & resumption
- Carries out 'Return to Work' meetings
- Carries out 'Review' meetings
- Addresses Sick Leave issues during PMDS
- Inform staff about Support Services e.g. Employee Assistance Service
Role of Line Manager cont'd

- Maintain supportive contact with staff on Sick Leave
- Following Long Term absence consider a 'Phased Return' to work
- Review current workload and/or current post
- Arrange Sick Leave review meetings after 4 instances of short term absences
Role of Employee

- To provide regular & effective service
- Be familiar with and comply with Sick Leave regulations
- Contact his/her Line Manager early on first day of absence
- Ensure that appropriate weekly medical certification is submitted to PeoplePoint clearly stating Nature of Illness
- Attend appointments arranged by Chief Medical Officer
Role of Employee cont'd

- Meet with his/her Line Manager to complete a 'Resumption of Work Form'
- Participate in 'Return to Work' meeting with his/her Line Manager after a Long Term absence (4 weeks)
- Participate in a 'Review Meeting' for repeated Short Term absences
- Co-operate fully with all rehabilitative measures
Chief Medical Officer & Employee Assistance Officer

- Attendance at CMO's Office is a requirement in some cases of Sick Leave
- Referral forwarded after 4 weeks continuous absence
- CMO's Office may arrange an appointment or request a confidential 'Doctor to Doctor' report
- Travel & Subsistence can be claimed for attending an appointment at CMO's Office for staff based outside Dublin (Public Transport)
Additional Information

- Annual or Flexi Leave cannot be substituted for Sick Leave
- 56 days/25 absences in 4 years for Promotion
- Increments & PMDS Ratings affected by excessive Sick Leave
- Sick Leave can only be discounted for the purpose of Transfers or Promotion
- Cannot be discounted in advance
Additional Information cont'd

- Discretion of Personnel Officer to discount
- Sick Leave incurred while on Annual Leave
- Sick Leave statistics are provided to MAC members on a regular basis and to D/PER when requested
- Sick Leave incurred by Worksharers is calculated by applying an 'equaliser' to ensure pro-rata parity with Full Time staff