

Managing Sick Leave- A Quick Guide

Actions	Role of the Staff Member	Role of the Line Manager
First day of absence and each day thereafter	Report to Line Manager as early as possible on the first day of absence and indicate the likely duration of absence if known	Record absence and inform HR using CF012 Sick Leave Form.docx (live.com)
Doctors Certificate requirements	Submit a medical certificate to the line manager where the sick leave period extends beyond a second consecutive day absence and as necessary thereafter in accordance with UL's Sick Leave policy	Review, record and submit to HR, monitor timeframe regarding expiry of Certificate
Claiming Illness Benefit	Staff who pay PRSI Class A should make a claim to the Department of Employment Affairs & Social Protection (DEASP) where sick leave absence exceeds 3 consecutive days. Your doctor will be required to complete an IB1 form and you must submit this form to the DEASP.	Remind staff member to apply for illness benefit, if applicable.
Long-Term absence	<p>Maintain regular contact with your line manager, including the submission of medical certificates on an ongoing basis. Attend occupational health appointment as requested in accordance with the University's Sick Leave policy.</p> <p>Employees who have Income Continuance Protection (ICP) should engage with the ICP provider at the earliest opportunity to discuss any claim as it may relate to reduced pay whilst absent on long-term sick leave.</p>	Check in with staff member regularly and update HR as appropriate based on medical certificates. Monitor the submission of Certificates and follow-up on same on an ongoing basis. Ensure that medical certs are submitted to HR. Provide details of employee support service available https://www.ul.ie/hr/current-staff/employee-relations/employee-support-service

Return to work	Fill out CF012 Sick Leave Form.docx (live.com) recording 'Return to Work' details with Line Manager. Seek a fitness to return to work certificate from your doctor. Attend Occupational Health appointment if required.	Fill out CF012 Sick Leave Form.docx (live.com) recording 'Return to Work' details, update HR
CF012 Sick Leave Form.docx (live.com)		
CX013.9 Sick Leave Scheme.doc (live.com)		
Sick Leave Scheme Directive DoES 2014.pdf (ul.ie)		
Employee Support Service UL - University of Limerick		