

**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 manager / supervisor at the earliest possible opportunity before you are due to commence work. If the employee attempts to phone their Manager and are unable to get through, employees must make contact with the Institute Reception, by phone. Communication by text message or email is not acceptable.

**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. 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. 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. 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. A fitness to return to work certificate is required after four weeks’ continuous absence or greater. After four weeks of absence you will also be required to attend the Institute’s Occupational Health Physician. For further details please refer to AIT’s Sick Leave Absence Management 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 did not claim within 7 days. Will my claim be denied by DEASP? Will I be paid my normal salary?

**Answer** **10.** 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 from 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**. The value deducted from my pay is different from the amount of benefit I received. What should I do?

**Answer** **17.** 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 Procedure for Sick Leave during COVID-19.

For queries, please email hrmedical@ait.ie