

Policy Identifier: Illness

Policy Title:	Illness Policy
Description:	Policy setting out the rules which apply in the event of a staff member being unable to attend work owing to illness
Author (Position):	Human Resources
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Approved By:	MIE Governing Body
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Illness Policy

1. Context

Marino Institute of Education (MIE) wishes to ensure that it maintains the highest possible standards in all its activities. This policy document aims to set out in easy-to-follow terms the rules which apply in the event of a staff member being unable to attend work owing to illness.

2. Purpose

To set out the rules which apply in the event of a staff member being unable to attend work owing to illness.

3. Principles

3.1. MIE wants to ensure that staff members who are ill are supported during that illness.

3.2. MIE is committed to dealing with the matter in a confidential and fair manner.

4. Definitions

4.1. Sick Leave Year

The twelve-month period, which is the sick leave year, starts on the first day of sick leave.

4.2. Certified Sick Leave

All periods of sickness of three or more consecutive days must be certified by the staff member's medical practitioner or dentist, as soon as possible, and the required certificates shall be sent to Human Resources (HR) for filing. The certificate should state the general nature of the ailment, the precise period for which the staff member will be unfit for duty or the probable date of resumption of duty. Subsequent certificates must be submitted if the absence continues beyond the period covered by the initial certificate, and renewed thereafter, at least weekly.

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4.3. Certified/Uncertified Periods of Illness

Staff will be entitled to be paid for the first three consecutive working days of certified sickness, but subject to a maximum of seven such days in any 12 month period.

Thereafter, payment for periods of certified illness will only be made after the third day of certified illness.

Periods of short/uncertified illness will not be paid after the 7th uncertified day in any 12 month period.

4.4. Length of Sick Leave

Subject to the conditions above, staff absent from duty as a result of sickness, will be entitled in any one period of twelve months to certified sick leave on full pay for the first three months (remitting Social Welfare payments to the Institute) and to certified sick leave on half-pay for the following three months (with the employee retaining Social Welfare payments). Any further period (i.e. more than six months in any 12 month period) of sick leave will be unpaid, or in exceptional circumstances be paid, but only if approved by the President, at the absolute discretion of MIE.

5. Policy

5.1. Contacting MIE

Staff who are unable to report for work due to illness, should contact their Head of Department within two/three hours of starting time of the first day of absence (or someone on their behalf) and give the reason for the absence and the probable date of their return to work.

5.2. Payments from the Department of Social Protection

MIE, subject to the conditions set out above, will pay wages/salary, to a staff member while on sick leave. Staff are required to claim and remit to the Institute, any social welfare payments due, during periods when they are on sick pay, using the form issued by the Department of Social Protection. The form is available at medical practitioners' offices and must be certified by them. Staff should request that cheques/payments from the Department should be made payable to MIE.

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5.3. Medical Examination

In all periods of illness the Institute may request, and has the right to require, an independent medical examination carried out by one of a number of practitioners nominated by MIE, and report on the fitness of the staff member. The nominated medical practitioners shall include both male and female practitioners, and the staff member may select from among those nominated. The Institute will pay for any such consultations/examinations.

5.4. Certified Sick Leave During Annual Leave

If a staff member, who falls ill during a period of [annual leave](#), produces at the time a doctor's statement to the effect that they are unfit for work, the period of their sickness will be treated as sick leave, and not [annual leave](#).

5.5. Abuse of Sick Pay Provisions

Any employee found to have deliberately misinformed the Institute, or in any other way whatsoever abused the Institute's Sick Pay provisions, such abuse will be regarded as a most serious breach of conduct/discipline and will be dealt with as a disciplinary matter under the Institute's [Disciplinary Procedures](#).

6. Responsibility

The responsibility for maintenance of this policy rests with HR.

7. Related Documents

7.1. Contract of Employment

7.2. [MIE Disciplinary Policy](#)

7.3. [Annual Leave Policy](#)