

Policy name: Sick Leave Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 Revised entitlements and arrangements have been introduced by the Department of Education and Skills and apply to all employees, irrespective of grade, with effect from the 1st September 2014. The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, expects that its employees follow this policy when they are ill and are absent from work as a result.

2. Purpose

- 2.1 This policy ensures that proper procedure is followed when employees are ill.

3. Scope

- 3.1 This policy applies to all RIAM employees.

4. Sick Leave entitlements

- 4.1 According to Guidelines as set out by the Department of Education and Skills (see below, 7.1), an employee who is absent from duty because of personal illness or injury, may be granted paid sick leave of:
- (i) a maximum of three months (92 days) on full pay in a year;
 - (ii) followed by a maximum of three months (91 days) on half pay;
 - (iii) subject to a maximum of six months (183 days) paid sick leave in a rolling four-year period.
- 4.2 An employee who becomes incapacitated as a result of a critical illness or serious physical injury may be granted extended paid sick leave, in exceptional circumstances of:
- (i) a maximum of six months (183 days) on full pay in a year;
 - (ii) followed by a maximum of six months (182 days) on half pay;
 - (iii) subject to a maximum of 12 months (365 days) paid sick leave in a rolling four-year period.

5. Sick Leave Procedure

- 5.1 Employees who are unable to attend for work due to personal illness or injury are required to notify their line manager by telephone or other instant messaging service no later than 9.30am on the day of absence. In the event that the line manager is not contactable, they

should contact the RIAM Secretary. Leaving a message with another employee is not acceptable.

- 5.2 Employees are required to obtain and submit to the Secretariat Office medical certificates in respect of absences of two consecutive days or more, and weekly thereafter. Certificates should be sent no later than the third day of absence.

Medical certificates must include the following details:

- name and address of doctor;
- name and address of patient;
- statement indicating, in general terms, the nature of the illness or injury;
- opinion of doctor that patient is unfit for work;
- expected duration of incapacity;
- dates of issue and doctor's signature.

- 5.3 The Secretariat will record the certified absence and note if the employee is required to obtain and forward a Form MC1 to the DSP (Department of Social Protection).

- 5.4 Illness benefit should be claimed from the DSP if the absence is longer than one week.

- 5.5 Any illness benefit received by the employee will be required to be signed over to RIAM.

- 5.6 Each line manager in the respective offices should record any self-certified absences on a spreadsheet which should be available to the RIAM Secretary for review.

- 5.7 A self-certified absence is defined as fewer than two days.

- 5.8 On the employee's return to work the line manager will conduct a return-to-work interview. This interview allows the manager to discuss the health and welfare of the employee; provide support to employees; review the employee's attendance and lateness record and highlight any concerns about attendance levels.

- 5.9 Wherever possible, medical appointments should be arranged in the employee's own time. Alternatively, where there is minimum disruption to the working day, managers may agree with employees that the hours are made up at another time. Where this is not possible, employees should notify their manager of an appointment at the earliest opportunity, and may be required to provide documentation in evidence of the appointment.

- 5.10 It is the RIAM's aim to ensure that any employee with a disability or who requires ongoing medical attention will be supported. Employees are encouraged to talk to their manager or the HR department in this regard. All information will be kept strictly confidential.

6. Responsibility

- 6.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.

7. Legislation and Regulation

- 7.1 [Department of Education and Skills Ref Circular 0062/2015.](#)

- 7.2 [Qualifications and Quality Assurance \(Education and Training\) Act 2012.](#)

- 7.3 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\).](#)
- 7.4 [Code of Practice for Provision of Education and Training to International Learners \(2015\).](#)
- 7.5 [National Framework of Qualifications \(NFQ\).](#)

8. Related documents

- 8.1 [Medical Card GP Visit Application Form.](#)

9. Document Control

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Next review: Academic year 2020/21.