

UNIVERSITY COLLEGE, CORK
Coláiste na hOllscoile Corcaigh

Department of Human Resources

Director of Human Resources:

Sick Leave Notifications (SL1)
(to be completed by Department)

The following staff member has not reported for work due to illness.

Name of Staff Member: _____

Commencement Date: _____

Signed: _____

Department: _____

Return to duty should be notified to the Department of Human Resources by staff member on day of return to work (SL2 form – Return to Work Notification).

Note 1 Staff are required to inform the College through their immediate supervisor, before the normal starting time of duty if possible, but at least as soon as possible on the first day of absence. In order to make alternative staffing arrangements the Department should be informed not later than two hours after normal starting time.

Note 2 Paid sick leave maybe granted for uncertified or certified sick leave.

Certified Sick Leave - A Medical Certificate must be produced in all circumstances where the absence exceeds 2 days.

Uncertified sick leave is limited to:

A maximum of 2 consecutive days. **If a sick absence extends from Friday to Monday inclusive, then a medical certificate must be provided.** Maximum allowance is seven days in any period of 2 years.

Note 3 Sick pay absences due to accidents off duty is subject to certain conditions.

Note 4 Occupational injuries should be reported by completion of an accident report form. All such incidents are reported by the Department of Human Resources Insurers and Health & Safety Authority.

PLEASE NOTE THE FOLLOWING:

The Head of Department or his/her nominee should forward a completed SL1 form to the Human Resources Department immediately on being notified of the sick leave of any member of staff. The staff member is required to complete the SL2 form on the day of return to work. This should be signed by the Head of Department. If leave is certified, the original medical certificate should be submitted also. Full guidelines of the Sick Leave Scheme are available from the Department of Human Resources.