

Presentation Secondary School Clonmel
Sick Leave Policy

Granting of Sick Leave

1. The granting of sick leave with or without pay is a concession within the discretion of the Board of Management.

Conditions on which sick leave is granted

2. The granting of sick leave is in all cases subject to the proviso that there is a reasonable prospect of resumption of duty with ability to render regular and efficient service.

Notification of Illness

3. An employee who because of illness, is unable to report for duty, must send notice to that effect, where possible, before 8.30 am on the first day of absence.

Submission of Medical Certificates

4. All employees must furnish a medical certificate in respect of continuous absences exceeding two days. The certificate should be furnished not later than the third day of absence. The Board may call for the production of a medical certificate in respect of any period of absence on sick leave. Medical certificates will normally be accepted for one week only but in the case of severe illness, accident, etc. they may be accepted for longer periods. A medical certificate in support of sick leave will not be accepted unless:
 - a) it is given by a qualified and registered Medical Practitioner (or by a qualified dentist) and bears the address as well as the signature of the Medical Practitioner (or the dentist) by whom it is given.
 - b) it states the precise period for which the employee will be unfit for duty or the probable date of resumption of duty.
 - c) It states the medical condition.

Uncertified Sick Leave

5. Leave for one or two-day absences, to a total not exceeding five days in any period of twelve months, may be granted without medical certificates.

Long Term sick leave

6. There is no provision for payment of wages during absences from work due to illness or injury. An employee is expected to claim disability benefit from Social Welfare from day six of such absence due to illness or injury.

Board of Management's Discretion

7. Notwithstanding the foregoing, the Board reserves the right to refer you in its absolute discretion for specialist medical examination.

Adopted by the Board of Management on 18th October 2016.