
**The Diocesan Council of
the Diocese of Cork, Cloyne & Ross (“the Diocesan
Council”)**

SICK LEAVE POLICY

Objective

The aim of the Diocesan Council is to maintain absenteeism to a minimum. Management are responsible for maintaining a high level of attendance in the workplace and for dealing with absenteeism in a fair and consistent manner. It is the responsibility of the Diocesan Council to communicate the standard of attendance required to all employees. Employees should be informed of the importance of team work and the effect that their absence will have on their work colleagues.

Reporting

The Diocesan Council expects all employees to follow the reporting procedures outlined below where they are unable to attend work. Failure to adhere to this procedure may result in you being suspended from the discretionary sick pay scheme or may result in disciplinary procedures being invoked.

If you are absent from work due to illness, you are expected to notify *N* at least one hour before you are due to start work that day. This notification should be by way of telephone call and if you are unable to speak to that person please notify the Bishop. The use of texting to report absence will not be tolerated.

You will need to indicate how long you are expected to be absent and inform the designated person you are notifying of the reasons for your absence.

Return to work

On returning to work you will be required to attend a return to work interview with *N*. At this interview you will be expected to explain the reasons for your absence and any issues that have arisen during your absence will be discussed with you. You may also be required to submit a certificate of your fitness to return to work.

Procedure

The Diocesan Council expects all employees to follow the reporting procedures outlined below where they are unable to attend work. Where this procedure is not followed and where incidents of persistent absence occur, the Diocesan Council reserves the right to suspend the individual from the discretionary Sick Pay Scheme. The individual will also render themselves

liable to corrective action, which may ultimately lead to dismissal from the Diocesan Council's employment.

- If you are absent from work due to illness, you are expected to notify *N* at least one hour before you are due to start work that day. In the case of that person not being available, you should speak directly to the Bishop. Please inform *N* of the reason for your absence and the expected length of absence. (*Please make the contact yourself and do not leave messages where possible*)
- You are required to provide a medical certificate, in a form satisfactory to the Diocesan Council, for all absences from work the third day of absence.
- Failure to provide medical certificates where necessary under this Policy may result in your removal from the Diocesan Council's sick pay scheme.
- Medical certificates must clearly show
 - (a) the name and address of the Doctor;
 - (b) the name and address of the patient;
 - (c) the opinion of the doctor that the patient is incapacitated due to illness/accident;
 - (d) the nature of the illness;
 - (e) the date of issue of the medical certificate;
 - (f) the expected duration of incapacity; and
 - (g) the doctor's signature.
- Any unauthorised absence must be properly explained and you must keep *N* informed daily until you have provided them with a medical certificate.
- If you are absent for a substantial period i.e. over one working week, you should forward medical certificates and social welfare cheques for each week of absence. These certificates should be either posted or handed in to the Diocesan Secretary (or in the case of the Diocesan Secretary to the Bishop) at the beginning of each week of absence. Where you are absent for such a period, you are expected to keep in regular weekly contact with *N*.
- If you are absent for over one week, you are obliged to submit weekly medical certificates to the Diocesan Secretary (or in his/her case to the Bishop).
- While absent from work, you must be available to attend a medical examination with a Doctor appointed by the Bishop as required.
- On return to work, a self-certified absence form is required to be completed and signed off by yourself and *N*. Any outstanding

certificates should be given to N before you commence work. In certain cases, at the Bishop's discretion, a final medical certificate may be required where your Doctor (or in some cases the Doctor appointed by the Bishop) will need to certify your fitness to return to work.

Payment during sick leave

If you are absent due to sickness or injury and comply with the requirements in this Policy regarding notification of absence, you may be entitled to sick pay as set out as follows:

- Sick pay may, at the discretion of the Diocesan Council, be paid up to a maximum of 90 days in any twelve month period.
- You must have successfully completed your probationary period with the Diocesan Council before you are eligible to avail of any payments under this Policy.
- Any Social Welfare benefits recoverable by you during the period when sick pay is paid will be handed over by you to the Diocesan Secretary.
- You may be required to return your Diocesan Council vehicle, mobile phone, laptop and any other Diocesan Council or Church property where you are absent from work due to illness for over one week.

If you are absent from your duties due to sickness or injury for a period or periods in excess of the foregoing maximum sick pay entitlements, the Diocesan Council will not be obliged to make any further payments to you. If, however, the Diocesan Council does decide, in its absolute discretion, to make any further payments to you, any such further payments may be varied or discontinued at any time.