



DITSU Ltd Occupational Sick Leave Scheme

This explanatory document should be read in conjunction with the DITSU Policy for the Management of Absence due to Illness and Injury

The granting of paid sick leave will be subject to the following conditions: -

- (a) In all cases due to sickness DITSU Ltd requires immediate notification to your line manager on the morning (before 9.00a.m.) of the first day of your absence.
- (b) that there is a reasonable expectation that the staff member will be able to resume duty.
- (c) Payment of full salary may be made, at the discretion of the Board of DITSU Ltd in respect of absences occasioned by minor illnesses (uncertified sick leave) not exceeding seven days in a year or three days in any one instance. Please note that a year is from 1st July to 30th June. This entitlement will be applied pro rata for any staff appointed during the academic year.
- (d) In the case of an absence exceeding three days, payment of salary shall be made only on the production of a certificate from a duly qualified and registered medical practitioner or dentist covering the full period of such absence. The first such certificate must be furnished not later than the fourth day of sick leave.
- (e) If the sick leave includes a Friday AND Monday this is considered a four day absence and a medical certificate is required.
- (f) Each medical certificate must specify the name and address of the medical practitioner, the date of examination, the date of the certificate, the general nature of the employee's ailment and prognosis, the precise period for which the employee 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.

Please note that a staff member must request his/her medical practitioner to complete a Social Welfare medical certificate as required in addition to medical certificate(s) for DITSU Ltd.

- (g) In the case of certified sick leave, the staff member must make the necessary claims for social insurance benefit to the Department of Social Protection or appropriate Government agency dealing with social insurance and illness benefit payments. This must be done within the required time limits and comply with whatever requirements are laid down by the Department as a condition of claiming benefit. You must submit all Social Welfare Payments received by you to DITSU Ltd during your absence from work.
- (h) DITSU occupational sick leave scheme provides for the payment of the following financial support to staff during periods of absence from work due to illness or injury:
 - A maximum of 92 days on full pay in a year,
 - Followed by a maximum of 91 days on half pay.
 - Subject to a maximum of 183 days paid sick leave in a rolling four year period

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- (i) Where the rate of benefit payable to a staff member under the social insurance scheme is more favourable than full salary, the equivalent to the full rate of benefit will be paid to the staff member.
- (j) Staff in their first four years of service will be entitled to paid sick leave on a pro-rata basis from their date of appointment.
- (k) The granting of paid sick leave will be calculated on a pro-rata basis for part-time staff members
- (l) Periods of annual leave occurring in the course of a staff member's absence owing to illness will be reckoned as part of that absence and not annual leave.
- (m) Where a staff member has exhausted his/her entitlement to sick pay, an amount equivalent to the full rate of benefit payable under the state social insurance scheme will be paid.
- (n) Employees, as far as possible, must arrange appointments with medical practitioners on their own time.
- (o) When a staff member is paid salary while absent on sick leave arising from physical injury caused by an accident while at work, a written report giving the following information should be furnished within 10 working days of the accident to the company:
 - The circumstances in which the accident occurred.
 - If the staff member considers that another person was responsible for the accident, the name and address of such a person, their solicitor (if any), and if the person's liability for such accident is known to be covered by an insurance company, the name and address of the insurance company.
 - Copies of any statements of witnesses, which are available to the staff member.
 - Whether the staff member intends to claim damages from any other person for such injury. If this is not known at the time the written report is submitted and the staff member later decides to claim damages from any other person they must inform DITSU Ltd in writing within 10 working days of any such decision, providing full details of any such claim.
- (p) If you fail to comply with any of the above you may be in breach of DITSU Ltd Occupational Sick Leave Scheme which may exclude you from the scheme.

DITSU Ltd. reserves the right to change or alter these entitlements from time to time.

DITSU Ltd will notify staff of any changes in this policy before the date of the proposed change and provide for consultation as appropriate.