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**HR & Payroll**

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## Sick leave absence management policy – a guide for employers

An Employer needs to have a policy in place which sets out clearly what procedure is to be adopted when an employee is absent through illness. This allows you and employees know what exactly is going to happen, and the procedure to be followed.

It’s fair because it will apply to all employees.

This policy should make clear:

1. Whether there is a sick pay scheme.
2. What the notification and certification requirements are when an employee is out sick.
3. That the employee can be required to attend a doctor nominated by the employer for medical assessment.

## Medical certs - when, and how frequently, are they required?

You can decide how soon you require a medical certificate from an employee, it’s your decision-but make it clear in your policy document.

The duration of the medical cert should also be specified.

It is helpful also, to define in your policy what is: short term absence, what is long term, and what is unauthorised absence.

**Return to work follow up**

When the employee returns to work, you should:

1. Acknowledge the return to work
2. Request staff to submit a “fit to resume” doctor’s note, by the resumption date, following long term sickness absence.
3. Try to facilitate a partial return to work where the employee requests it.

In any event, you should interview all employees, regardless of how long they have been out or their illness, prior to their return to work.

**For help, support and advice on the above or on any of your HR & Payroll needs please feel free to contact us.**

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