

UNIVERSITY COLLEGE, CORK Coláiste na hOllscoile Corcaigh

Department of Human Resources

| | <u> </u> | | | |
|--|---|---------------|---------|--|
| | Work Notification (SL2) bleted by Staff Member and signed by | / Department) | | |
| • | dvise that I returned to work on: | , , | | |
| | n absent on sick leave From: | | To: | |
| No. of Wor | king Days absent: | | | |
| As a result | of: (please state nature of illness) | | | |
| Medical Certificate Submitted? (See Below) | | Yes | No | |
| | taff Member (block letters): | | | |
| Signed: | | | | |
| Staff Numb | | | | |
| Departmen | nt: | | | |
| Signed: | | | | |
| J | | Head of Dep | artment | |
| Note 1 | This form to be completed on day of return to work and forwarded to Department of | | | |

PLEASE NOTE THE FOLLOWING

Note 2

The Head of Department or his/her nominee should forward a completed SL1 form to the Human Resources Department immediately on being notified to 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 at the Return to Work meeting and returned to the Human Resources Department. If leave is certified, the original medical certificate should be submitted also. Full details of University Sick Leave entitlements are available under Policies and Procedures on www.ucc.ie/en/hr.

member is entitled to keep the social welfare cheque.

For staff paying Class A PRSI, if the illness is greater than 6 continuous days, the staff member should apply for illness benefit directly from the Department of Social & Family

Affairs. The single persons' allowance will be deducted from salary and the staff

REQUIREMENT FOR A MEDICAL CERTIFICATE:

Where an employee is absent on continuous sick leave of more than 2 days, a medical certificate is required. If a sick absence extends from Friday to Monday inclusive, then a medical certificate must be provided.