

IMPORTANT NOTICE FOR CLAIMING ILLNESS BENEFIT

Please note our payrolls are run in advance so you won't see the deduction from your salary until the following month/fortnight after your absence (depending on how you are paid)

All Staff -Teachers, special needs assistants and other staff who are absent on sick leave (certified, critical and pregnancy-related at full/ half rate of pay) may be entitled to claim Illness Benefit from DSP, depending on their PRSI contributions.

The illness benefit is paid **directly** to the staff member by DSP (please ensure to put your own BIC and IBAN on the form). **Staff should not send their DSP claims to DDLETB for processing.**

All forms should be fully completed and submitted to the DSP directly by applying online or at the address provided on the IB1 and MED1 (Certificate of Incapacity for Work). Staff must also obtain a standard medical certificate from their doctor for school records and ensure the school receives the medical certificates and enters the absences in a timely manner through the Core Portal.

Statutory Sick Pay (SSP)

From 1 January 2024, the Statutory Sick Pay (SSP) increased from 3 days to 5 days for the calendar year 2024. **(This will remain at 5 days for the coming years it is not increasing)**

If your first Certified Sick Illness in 2025 is 5 days or less then you **DO NOT** need to apply for Illness Benefit. Once you have exhausted your 5 Statutory Sick Pay days whether they be continuous or separate days then you will revert back to the normal 3 waiting days.

Please see examples:-

- If an employee, for the 1st time on Certified Sick leave (CSL) in 2025, is out for 5 consecutive days, there would be no IB deductions.
- However, if they go out again on sick leave later in the year, deductions will occur on day 4 of the second illness.

Please note Self Certified days do not count towards your Statutory Sick pay however, if you take certified sick leave as a **single** day then these will count as part of your Statutory Sick Pay entitlement.

DSP will notify the Revenue Commissioners after the illness benefit is paid and tax credits will be adjusted automatically by Revenue to take account of the income. It is very important that schools are advised of the sick leave absence by the staff member and that the Deputy Principal enter the absences on the Core Portal system as soon as possible.

If an absence is not notified in time or if a number of weeks have elapsed before the absence is entered on the Core Portal, the recoupment of illness benefit due to DDLETB for the full period of the absence will be made in the next available payroll period. Should the accumulated illness benefit deduction be greater than the gross pay for the period, this will result in zero pay and the balance outstanding will be deducted from the next pay period.

Deductions will be made in line with the DSP rules governing eligibility for receipt of illness benefit. The payment received by the claimant from DSP will compensate for this deduction.

Where a teacher, special needs assistant or other staff member is in receipt of a reduced rate of illness benefit due to income levels or insufficient contributions and not eligible to receive illness benefit, they should notify absencemgt@ddletb.ie and provide written proof from DSP. The daily deduction rate will be adjusted on receipt of this notification.

Further information on the illness benefit process is available on the DSP website - www.welfare.ie