**Sick Leve Act 2022 – Addendum to the company’s current Sick Pay Policy**

As this is a brand new employment right all companys nationwide should be reviewing their current Sick Pay Policy to bring it in line with this momentous change in legislation.

ISME advise that you still use your current Sick Leave Policy as a foundation. See below suggested wording for when sick pay comes into legislation – this will need to be amended year on year until it settles at 10 days.

The initial plan is as follows:

* year one – 3 days covered
* year two – 5 days covered
* year three – 7 days covered
* year four – 10 days covered

**Suggested Wording;**

If, for any reason other than exceptional circumstances, you are absent from the Company’s employment or unable to carry out the full duties of your employment, you must contact the company within 30 minutes of your normal start time on the first day of such absence. Failure to do so will result in your absence being classed as unauthorised.

An original certificate from a qualified Medical Practitioner must be submitted to you’re a Manager on the third day of continuous absence and on a weekly basis thereafter.   Copies will not be accepted.

The Company reserves the right to have you examined by its own Medical Practitioner.

Any employee who is absent through unauthorised or uncertified absence will be requested to attend a disciplinary investigation meeting and could face sanctions up to and including dismissal.

The company pays sick pay in line with the statutory sick pay obligation. You will be paid for 3 days per year, at a rate of 70% of normal daily rate, or €110 per day, whichever is the lesser amount.  Accordingly, you may need to submit a claim to the Department of Social Protection, after 3 days of illness.

Please refer to the company absence policy for information on unacceptable levels of absence.