



**Stiúirthóra Náisiúnta
Acmhainní Daonna**
Feidhmeannacht na Seirbhíse,
Sláinte Ospidéal Dr. Steevens',
Baile Átha Cliath 8, D08 W2A8.

**National Director
Human Resources**
Health Service Executive,
Dr Steevens' Hospital,
Dublin 8, 08 W2A8

**www.hse.ie
@hselive**
t 01 6352319
e nationalhr@hse.ie

Jackie Cahill T.D.

26th July 2024

PQ 31003/24: To ask the Minister for Health further to Parliamentary Question Nos. 408 to 412 of 2 July 2024, and the responses received from the HSE for same which repeatedly stated that it is at local management's discretion to request medical certificates at alternative intervals, if he will outline, given that the HSE HR Circular 014 2018 Appendix B states that a manager should take into consideration their approach in other cases and most notably, "the need for consistency of approach", the action taken by the HSE's National HR Office to ensure that there is consistency in the approach taken by local managers and their departments in the requesting of sick certificates and the implementation of CIP; if any action or review process is taken if inconsistencies are found in approaches taken and decisions made; if the HSE's National HR Office takes a proactive approach to ensure that there is a general level of consistency in local managerial approaches to the CIP, or at the very least, the handling of similar cases that arise under the CIP, across the service; if not, the reason therefor; and if he will make a statement on the matter. -Jackie Cahill

Dear Deputy,

I refer to your recent Parliamentary Question which was sent to the HSE for response.

The issue of submission of medical certificates and the issue of the granting of the extended sick leave limits under the Critical Illness Protocol (CIP) are two different matters. The requirement for the provision of medical certificates is set out in the Managing Attendance Policy (Revised 2023). As set out in the policy (section 5.1) if an absence exceeds two continuous days a medical certificate must be submitted to the appropriate office on the third day of the absence. Follow-up certificates must be submitted on a weekly basis unless the employee is advised otherwise. If the employee's first medical certificate is for a period of greater than 3 days, this certificate should be accepted by the manager and treated as valid for the period stated on the certificate. The employee's manager should not request a second medical certificate unless the employee is deemed by their medical practitioner to be unfit to work upon the expiry of the first medical certificate.

There are training programmes for managers on managing attendance as part of the People Management the Legal Framework training programme and also as a stand-alone half-day training module to ensure managers under their role in implementing the policy.

This clarification on medical certificates will be clearly communicated to managers in these HSE training programmes. I trust this clarifies and is of some assistance.

Yours sincerely,

Catriona McConnellogue
National HR