

**Ensure you avoid a deduction of €198 per week from your salary  
(Illness Benefit Payment).**

**Please read the following important notice.**

**Permanent, CID, Temporary and RPT Staff paid on DES Payroll paying PRSI Class A (Full Rate)**

**The Department of Education and Skills (DES), as your paymaster, pays your full salary whilst you are absent on approved sick leave, and in turn is entitled to recoup the illness benefit payment from the Department of Social Protection (DSP). DES can only recoup the illness benefit payment if you complete the documentation as outlined below.**

In order to ensure that your sick leave certificates are processed quickly by the Illness Benefit Unit (IBU) in the DES and that the correct recoupments are made from DSP, please ensure that you complete the following:

1. An **MC1/IB1 (First Certificate)** and forward to the Illness Benefit Unit of DES for illnesses lasting longer than 6 consecutive days. You should tick the box entitled 'pay directly to your employer' and leave the bank details blank.
2. An **MC2/MED1 (Inter Certificate)** should be completed for each subsequent week of illness and submitted to Illness Benefit Unit of the DES.
3. An **MC2/MED1 (Final Certificate)** should be completed and must be submitted to the IBU of the department when you are deemed fit to resume.
4. The above certificates are obtainable from your GP at the time of your appointment.
5. All forms should be completed fully, signed and dated on the declaration and forwarded to:  
Illness Benefit Unit – Payroll Division  
Department of Education and Skills  
Cornamaddy  
Athlone  
Co Westmeath.
6. The Department of Education and Skills will then forward these forms to the Department of Social Protection.

**In the event that you do not adhere to the procedures set out above, arrangements will be made to recoup from your salary an amount equivalent to the total benefits that would otherwise have been transmitted to the DES in respect of that absence.**

**Qualifying for Illness Benefit**

\*You may qualify for Illness/Injury Benefit if you:

- were appointed on or after 06 April, 1995
- are unable to work due to Illness
- satisfy the PRSI conditions, and
- are under the age of 66.

**Please note:**

1. The Department of Social Protection Illness Benefit Scheme operates on a 6 day week basis for Illness/Injury Benefit purposes; Saturday is included and Sunday is excluded. For example,
  - a. If you are absent from a Wednesday to the following Tuesday, an MC1/IB1 form will not be required.
  - b. If your absence continues for a second week or subsequent weeks, the MC1/IB1 is required for the first week along with an MC2/MED1 form (INTER CERT) for each continuing week of absence after the first week. When you are considered fit to resume work an MC2/MED1 form (FINAL CERT) will be required.
  - c. If you are absent from a Monday up to and including the following Monday, an MC1/IB1 is required with a fit to resume work date completed by your GP.
2. If the Illness/Injury Benefit is paid directly by the DSP to you instead of to the DES as employer, the payment must be forwarded to the Illness Benefit Unit of the Department of Education and Skills. [illnessbenefit@education.gov.ie](mailto:illnessbenefit@education.gov.ie)

**Féach chuige nach mbaintear €198 sa tseachtain de do thuarastal  
(Íocaíocht Sochar Breoiteachta)  
Léigh an fógra seo go cúramach.**

Foireann bhuan, foireann ar conradh d'fhad éiginnte, agus foireann rialta pháirtimeartha ar phárolla  
na Roinne, a íocann ÁSPC Aicme A (Ráta iomlán)

**Mar do phámháistir, íocann an Roinn Oideachais agus Scileanna (ROS) do thuarastal iomlán fad a bhíonn tú as láthair ar saoire bhreoiteachta cheadaithe, agus ina dhiaidh sin tá sí i dteideal an íocaíocht sochar breoiteachta a fháil ar ais ón Roinn Coimirce Sóisialaí (RCS). Ní féidir leis an ROS an íocaíocht sochar breoiteachta a fháil ar ais ach amháin má líonann tú isteach na doiciméid a luaitear thíos.**

Le bheith cinnte go ndéanfaidh Aonad Sochar Breoiteachta an ROS do theastais saoire breoiteachta a phríoiseáil go tapa, agus go bhfaightear an t-airgead ceart ar ais ón RCS, féach chuige go líonann tú isteach na doiciméid seo a leanas:

7. Foirm **MC1/IB1 (Chéad Teastas)** agus í a chur ar aghaidh chuig Aonad Sochar Breoiteachta an ROS i gcás breoiteachtaí a mhaireann tréimhse is faide ná 6 lá as a chéile. Ba chóir duit an bosca 'íoc go díreach le d'fhostóir' a thiceáil, agus sonraí an bhainc a fhágáil bán.
8. Ba chóir foirm **MC2/MED1 (Teastas Eatramhach)** a líonadh isteach i gcás gach seachtain breoiteachta ina dhiaidh sin agus í a chur ar aghaidh chuig Aonad Sochar Breoiteachta an ROS.
9. Ba chóir foirm **MC2/MED1 (Teastas Deiridh)** a líonadh isteach agus a chur ar aghaidh chuig Aonad Sochar Breoiteachta an ROS nuair a mheastar go bhfuil tú ábalta filleadh ar an obair.
10. Gheofar na teastais thuas ó do dhochtúir le linn do choinne leis nó léi.
11. Ba chóir gach foirm a líonadh isteach go hiomlán, an dearbhú a shíniú agus a dhátú agus í a chur ar aghaidh chuig:  
An tAonad Sochar Breoiteachta - Roinn Párolla  
An Roinn Oideachais agus Scileanna  
Cor na Madadh  
Baile Átha Luain  
Co. na hIarmhí
12. Cuirfidh an ROS na foirmeacha seo ar aghaidh ansin chuig an RCS.

**Más rud é nach ndéanann tú de réir na dtreoracha thuas, déanfar socrúithe chun méid is ionann le hiomlán na sochar a bheadh ag dul don ROS maidir leis an neamhláithreacht sin a bhaint de do thuarastal.**

### **Cáiliú do Shochar Breoiteachta**

\*Is féidir go gcaileoidh tú do Shochar Breoiteachta/Díobhála más amhlaidh:

- gur ceapadh thú i do phost an 06 Aibreán, 1995 nó ina dhiaidh
- nach bhfuil tú ábalta dul i mbun oibre ar chúiseanna breoiteachta
- go gcomhlíonann tú coinníollacha an ÁSPC, agus
- go bhfuil tú faoi 66 bliain d'aois.

### **Nóta:**

1. Oibríonn an RCS Scéim Sochar Breoiteachta ar bhonn 6 lá maidir le sochar breoiteachta/díobhála; áirítear an Satharn ach ní áirítear an Domhnach. Mar shampla:
  - a. Má tá tú as láthair ón gCéadaoin go dtí an Mháirt dár gcionn, ní bheidh foirm MC1/IB1 de dhíth.
  - b. Má leanann an neamhláithreacht ar aghaidh go dtí an dara seachtain nó seachtainí ina dhiaidh sin, beidh foirm MC1/IB1 de dhíth maidir leis an gcéad seachtain mar aon le foirm MC2/MED1 (Teastas Eatramhach) maidir le gach seachtain ina dhiaidh sin den neamhláithreacht. Beidh foirm MC2/MED1 (Teastas Deiridh) de dhíth nuair a mheastar tú a bheith ábalta filleadh ar an obair.
  - c. Má tá tú as láthair ón Luan go dtí an Luan dár gcionn (agus an dá lá san áireamh), beidh foirm MC1/IB1 de dhíth agus ní mór do do dhochtúir an dáta ar a mbeidh tú ábalta filleadh ar an obair a líonadh isteach.
2. Má íocann an RCS do Shochar Breoiteachta/Díobhála go díreach leis an ROS mar fhostóir, ní mór an íocaíocht a chur ar aghaidh chuig Aonad Sochar Breoiteachta an ROS.