

IMPORTANT NOTICE FOR ALL PRSI CLASS A CONTRIBUTORS

Revised procedures being introduced by Department of Education and Skills for dealing with illness benefit with effect from 1/9/2019.

From the 1/9/2019 the Department of Education and Skills (DES), as payroll provider, will introduce revised procedures in regard to the collection of illness benefit deductions from teachers, special need assistants and other staff paid on the payrolls operated by the Department.

Changes to the current scheme

Claims for illness benefit by staff who pay "A" Class PRSI contributions **should be made direct to the Department of Employment Affairs and Social Protection (DEASP) from 1/9/2019** and if the staff member is eligible for illness benefit, it will be paid directly to the staff member by DEASP. Staff are no longer required to send their claims to the Department of Education and Skills for processing.

The revised procedures are as follows:

1. Obtain a standard medical certificate from doctor for school records and ensure the school receives the medical certificates and enters the absences in a timely manner through the On-Line Claims System (OLCS).
2. When an employee is absent on sick leave (certified, critical and pregnancy-related at full and half rate of pay) for more than six days, they must also submit a DEASP illness benefit claim. The employee should complete the application form for illness benefit (IB1). The certificate of incapacity for work is completed by the doctor and returned to the employee. The employees' bank account details must be included on the form IB1. The completed application form and certificate of incapacity for work form should be forwarded to DEASP at the address referenced on the forms.
3. The payroll system will calculate the number of eligible days for the illness benefit deduction based on the sick leave record entered by the school and will deduct the amount from the salary.

It is very important that schools are advised of and enter the absences on the OLCS system as soon as possible after the absence starts. If an absence is not notified in time or if a number of weeks have elapsed before the absence is entered on the OLCS, the recoupment of the value of the illness benefit payment due to the Department for the full period of the absence will be deducted over a number of payrolls.

Deductions will be made in line with the DEASP rules governing eligibility for receipt of illness benefit. There will be no deduction for the first six days of a certified illness. **Where a teacher / SNA is in receipt of reduced illness benefit** due for example to income levels, or is not eligible to receive illness benefit, **they should notify the Department of Education and Skills by forwarding a copy of the DEASP decision to Illness Benefit Unit, Department of Education and Skills, Athlone, Co.**

Westmeath, N37 X659 as soon as possible. The daily deduction rate will be adjusted on receipt of this notification.

PLEASE DO NOT SUBMIT ANY SOCIAL WELFARE CERTIFICATES TO THE DEPARTMENT OF EDUCATION AND SKILLS.

All forms should be fully completed and submitted to the address provided on the IB1 and MED1 (Certificate of Incapacity for Work).

Please ensure you put your own bank details on the IB1 form and the illness benefit payments will be issued to your account by DEASP.

Further information on the management of the illness benefit scheme and examples of the new method of deduction are available on the Department's website at www.education.ie

All employees are advised to familiarise themselves with the Illness Benefit process. This is available on the DEASP website - www.welfare.ie

Payroll Division

September 2019.