

**Ensure you avoid a deduction of €188 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 (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 (Inter Certificate)** should be completed for each subsequent week of illness and submitted to Illness Benefit Unit of the DES.
3. An **MC2 (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 form will not be required.
  - b. If your absence continues for a second week or subsequent weeks, the MC1 is required for the first week along with an MC2 form (INTER CERT) for each continuing week of absence after the first week. When you are considered fit to resume work an MC2 form (FINAL CERT) will be required.
  - c. If you are absent from a Monday up to and including the following Monday, an MC1 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.