

IMPORTANT NOTICE FOR ALL PRSI CLASS A CONTRIBUTORS

Revised method for claiming 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 to facilitate DEASP payments and taxation changes introduced by the Revenue Commissioners in January 2018.

Illness Benefit is a taxable payment under Revenue Commissioners rules. The Revenue Commissioners are advised by the Department of Employment Affairs and Social Protection (DEASP) of benefits paid to claimants. Since 1/1/2018, Revenue has adjusted individual tax free allowances to take account of IB payments.

Changes to the current scheme

Claims for illness benefit by staff who pay "A" Class PRSI contributions **should be made to the Department of Employment Affairs and Social Protection (DEASP) from 1/9/2019** and the illness benefit 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 from 1/9/2019 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. Ensure school receives the medical certificates and enters the absences in a timely manner through the On-Line Claims System (OLCS).
4. The payroll system will calculate the number of eligible days for illness benefit based on the sick leave record entered by the school and will deduct the amount from the salary.
5. DEASP will notify the Revenue Commissioners after the illness benefit is paid and tax credits will be adjusted automatically by Revenue to take account of the income.

It is very important that schools are advised of the sick leave absence by the staff member on sick leave and that the school authorities 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 illness benefit 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 DEASF 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 to income levels or numbers of contributions, or not eligible to receive illness benefit, **they should notify the Department 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.

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

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