

MSLETB TRAINING CENTRES SLIGO & BALLINA POLICY ON LEARNER ABSENCE AND SICKNESS

1. Absence

- If the learner is unable to attend the course for any reason, the learner must notify their trainer/instructor/employer/co-ordinator on the morning of the absence. If the learner does not contact their trainer/instructor/ employer/co-ordinator and does not attend training for three consecutive days it will be assumed that the learner has left the training course and the learner's participation on the training course will be subject to review, and the learner may be terminated from the course.
- The authorisation of learner absences is the responsibility of the Instructor/tutor/co-ordinator who has responsibility for the control of the class, in the first case; this authorisation must be accompanied by a reason from the drop down list of reasons¹ (which must be recorded on the Weekly Summary Attendance Sheet)
- Permitted time off for other absences to be approved by instructor/trainer/co-ordinator, reason(s) recorded on the Weekly Summary Attendance Sheet and approved back-up to be attached to attendance sheet.
- MSLETB Training Centre Management has discretion to authorise payments of allowances to a learner in cases of genuine hardship. In these cases the Training Centre Manager /Assistant Manager must place a note/email on course/class attendance file.

2. Absence arising from Sickness

- If the learner is sick or unable to attend the course, the learner must notify their trainer/instructor/employer/co-ordinator on the morning of their absence. If the learner does not contact their trainer/instructor/employer/co-ordinator and does not attend training for three consecutive days it will be assumed that the learner has left the training course and the learners participation on the training course will be subject to review, and the learner may be terminated from the course. No payment of Training allowance² will be made for absences due to sickness that is uncertified.
- To avoid unnecessary hardship for the Learner the payment of accommodation allowance and fuel allowances (where applicable) can be continued for the period of both Certified Sickness and Uncertified sickness, which by its nature will be for short periods.
- The payment of supplementary allowances (i.e. meals and travel) can be continued if the trainee is in attendance in the training week (*1 day minimum*).

¹ See Appendix 1

² Participants on MSLETB training programmes do not receive a Social Welfare payment from MSLETB. They may be eligible for an MSLETB training allowance in lieu of any personal Social Welfare entitlement they may have.

3. Absence arising from Medical, Dental or Optical Appointments

- Learners will be paid for reasonable absences arising from medical appointments including hospital visits for medical tests/ scans and/or consultants', dental or optical appointments. Payment will be made based on proof of appointment/attendance i.e. copy of letter of appointment.
- Every effort should be made to limit duration of absence.

4. Absence arising from a Family Bereavement

- On the death of a learner's spouse/partner or child, up to 5 days compassionate leave will be paid to a learner in receipt of a Training Allowance.
- For absence arising from the death of an immediate family member³ a maximum of 3 days compassionate leave will be paid to a learner in receipt of a Training Allowance.
- 1 day compassionate leave for other close relatives to include uncle, aunt, niece or nephew.
- In exceptional circumstances, special leave in excess of the limits prescribed above may be granted.

5. Supporting Documentation Required for Paid Absence

- An original Doctors certificate must be received by **MSLETB Training Centre / Training Provider** within one month from the first day of the period of absence due to sickness.
- For medical, dental or optical appointments proof of medical appointment must be provided prior to appointment (in cases of emergency the next working day after the appointment).

6. Deduction of Meals and/or Travel Allowance for Learners Absences

- Pro rata deductions will be made to meal and/or travel allowances in respect of learner absences, subject to 2 above.

7. Payment of Allowances on Bank and Public Holidays or on days where the training Location is officially closed.

- On these days, the Learner will be paid all allowances as if they were in training.

8. Certified Sickness Payments to Learners in Receipt of a Training Allowance

- Payments are made for certified sickness in respect of learners who are in receipt of an MSLETB Training Allowance. The rules governing the payment of allowances for certified sickness are as follows:

³ An immediate family member is: parent/step-parent/parent-in-law, brother/step-brother/brother-in-law, sister/step-sister/sister-in-law, grandparent, grandchild.

Transition Quality Assurance System (TQAS)

- a) Learners in receipt of an MSLETB Training Allowance that were not in receipt of a disability related payment from Dept. of Social Protection prior to course the following rules apply:

On receipt of a valid doctor's certificate, within the required timeline, payments are made in respect of certified sickness absence however restrictions apply, for example;

- A total of 6 days is payable in any rolling 3 month period.
- If absent through illness for periods in excess of 6 days in any rolling 3 month period the learner should contact their local Department of Social Protection Office regarding entitlements to benefits and apprentices should also contact their employer regarding any payments they may be eligible for

- b) Learners who were in receipt of a Disability related payment from the Department of Social Protection (and all learners participating on Specialist Training Programmes)

On receipt of a valid doctor's certificate within the required timeline, payment is made in respect of certified sickness absence however restrictions apply, for example;

- A learner with a disability will continue to receive a training allowance for a total of 20 working days certified sick leave in any four month period.
- If a learner has an aggregate of 20 days sick leave over a four month period, MSLETB Training Centre will review the situation in consultation with the learner.
- In the case of STPs if the learner is unlikely to be able to continue the training course, a Learner Finish Form should be completed and submitted to the relevant MSLETB officer. When the learner is deemed ready to resume the programme, a Learner Start Form must be completed and submitted.
- In all other cases, if the learner is unlikely to be able to continue the training course, arrangements will be made between MSLETB Training Centre and the Department of Social Protection to restore the person's social welfare payment.

Further clarification on above and any other restrictions relating to learners' specific circumstances should be discussed with their instructor/trainer/employer/co-ordinator.

Transition Quality Assurance System (TQAS)

APPENDIX 1

For information, the explanations for absences are as follows:

- i. CERT SICK LEAVE
- ii. CSL UNPAID
- iii. TEST (Non-Medical)
- iv. INTERVIEW
- v. JOB SEARCH
- vi. NEW STARTER
- vii. PROJECT WORK
- viii. FLEXABLE PROGRAM
- ix. IN-COMPANY
- x. COMPASSIONATE LEAVE
- xi. SYSTEM FAULT
- xii. MEDICAL APPOINTMENT
- xiii. FORGOT TO CLOCK IN/OUT
- xiv. EXTERNAL TRAINING SUPPORT
- xv. DISCIPLINARY DEDUCTION
- xvi. SUSPENSION
- xvii. BANK HOL
- xviii. PERMITTED TIME OFF

IN ATTENDANCE

DROPPED OUT