

Claims for sick leave

The purpose of this fact sheet is to provide information to assist employees lodging applications for sick leave, and to understand their obligations and entitlements.

Medical certificates

- For absences of more than three consecutive working days, employees are required to submit a medical certificate stating the nature of the injury or illness and the period of leave required.
- Ongoing medical certificates are forwarded to your manager, RRTWC or regional Claims Management Officer.
- Managers will consider information on medical certificates when making approval decisions regarding sick leave.
- It is the ill or injured employee's responsibility to ensure that he or she has a medical certificate for the duration of the leave required. This should be supplied prior to the expiry of any previous certification to prevent under or over payment of wages.
- In circumstances of extended absence, or where work performance is impacted by the employee's health, the Department may elect to send an employee for an [independent medical examination](#).

Checklists

Employee	Principal/Manager
<input type="checkbox"/> Obtain medical certificate	<input type="checkbox"/> Approve applications for sick leave, based on medical certificates
<input type="checkbox"/> Advise manager of period of absence	<input type="checkbox"/> Ensure leave is entered and processed according to standard local practice
<input type="checkbox"/> Provide continuing medical certificates	<input type="checkbox"/> Keep in contact with absent employee to support their recovery

Entitlements while on sick leave

- Fortnightly payments from the employee's sick leave balance and [meritorious sick leave](#) (if eligible) balance until depleted.
- Employees who have exhausted their paid sick leave balances and continue to be absent, may be eligible for an income protection benefit through their insurer e.g. QSuper.
- If an employee's sick leave has expired and they are ineligible for income protection benefits, they may be eligible for Centrelink Sickness Allowance.
- Costs of medical treatment are the individual's responsibility unless the employee's illness/injury is the subject of an accepted WorkCover claim.
- Employees are entitled to claim for [workers' compensation](#) if an injury or illness is work related.

Income Protection

- Employees can lodge a claim for income protection with their insurer, e.g. QSuper.
- Each income protection insurer has criteria that they assess claims against and communicate decisions with employees.
- The insurer may require more detailed medical information to assess or continue a claim.
- Eligible employees receive a percentage of their normal wage when they are temporarily unable to perform their normal job because of injury or illness.
- Employees exhaust all paid sick leave (but not recreation/annual or long service leave) before they are eligible for income protection benefit.
- There may be a waiting period before payment of any income protection benefit can occur.
- Income protection benefits may be paid for up to two or three years for any one medical condition.
- Where an employee is able to undertake some work, the Department will provide rehabilitation, where operationally reasonable.
- On an approved Return to Work Plan, the Department pays for hours worked and the income protection insurer pays a percentage of the employee's normal salary for the hours not worked, in accordance with the plan.
- For QSuper income protection details, refer to their [guide](#)

Centrelink – sickness allowance

Employees who have exhausted their sick leave and are not receiving income protection insurance may be eligible for assistance through [Centrelink](#).

Further information can be obtained by contacting Centrelink on 13 27 17.