



Galway University Hospitals
Ospidéal na h-Ollscoile Gaillimh
UNIVERSITY HOSPITAL GALWAY
MERLIN PARK UNIVERSITY HOSPITAL

Name: _____ Pers. No.: _____

Grade: _____ Location: _____

Dates: _____ No. of CIP days availed: _____

Critical Illness Protocol (CIP) process

The following limits apply for payment of CIP:

- 183 days on full pay in a rolling 1 year followed by 182 days on half pay subject to a maximum of 365 days in a rolling 4 year period

Under Critical Illness Protocol - Medical condition has at least one of the following, please tick where appropriate:

- Acute life threatening physical illness
- Chronic progressive illness, with well established potential to reduce life expectancy
- Major physical trauma ordinarily requiring corrective acute operative surgical treatment
- In-patient hospital care of 2 wks or greater

Applicant's Responsibility:

- Complete Section 1 of HR113 in respect of each medical cert
- Attach relevant medical certificates/Occupational Health reports/correspondence
- Sign consent on Occupational Health referral form
- Submit 'Fit to Resume' medical cert to line manager and request to be restored to the Payroll

Line Managers Responsibility:

- Complete Section 2 of HR113 form
- Refer employee to Occupational Health Department for assessment under 'Critical Illness Protocol'
- Request General Manager to complete/approve Section 3 of HR113 form with relevant medical certs/OH Reports/ correspondence
- Request Group Director of HR to approve Section 4 of HR114
- Refusal – Line Manager is to advise applicant of appeal process to Appeals Officer who is the Area Assistant National Director of HR
- Approval – HR will inform Employee, Line Manager and Finance Department
- Monitor all subsequent applications and follow the above process
- Submit 'Fit to Resume' medical cert to HR with approval to be restored to Payroll

For HR use only:

Approved By: _____
Ms Mary Hynes
GUH HR Manager

Approved By: _____
Mr John Shaughnessy
Group Director of HR

Date: _____

Date: _____