



Galway University Hospitals

Ospidéal na h-Ollscoile Gaillimh

UNIVERSITY HOSPITAL GALWAY

MERLIN PARK UNIVERSITY HOSPITAL

Name: _____ Pers. No.: _____

Grade: _____ Location: _____

Dates: _____ No. of TRR days availed: _____

Temporary Rehabilitation Remuneration (TRR) Process

Employees must have a minimum of 5 years' service in order to be eligible for TRR and will only be approved where there is a realistic prospect that the employee will be able to return to work following illness.

The rate of pay of TRR is the same as the rate of pension that the employee would be paid if they were to retire on ill-health grounds.

The limits are:

Ordinary sick leave: 547 days on TRR in a rolling 4 year period

Critical Illness provisions: 365 days on TRR in a rolling 4 year with a provision to extend to a further 2 years

Applicant's Responsibility:

- Complete Section 1 of HR114b in respect of **each medical cert** submitted
- Attach relevant medical certificates
- Sign consent on Occupational Health referral form if absence is greater than 4 wks
- Submit 'Fit to Resume' medical cert to line manager and request to be restored to the Payroll on resumption to duty

Line Managers Responsibility:

- Complete Section 2 of HR114b form
- Refer employee to Occupational Health Department for assessment if employee's absence is greater than 4 wks
- Request General Manager to complete Section 3 of HR114b form with relevant medical certs/OH Reports/correspondence/updates**
- Submit completed HR114b form to Group Director of HR for approval**
- HR will forward completed application to Superannuation for calculation
- HR will inform employee/Line Manager of dates approved
- Submit 'Fit to Resume' medical cert to HR with approval to be restored to Payroll on resumption to duty
- Line Manager must monitor any subsequent extensions and follow the above process

For HR use only:

Approved By: _____ Approved By: _____
Ms Ann Cosgrove Mr John Shaughnessy
General Manager GUH Group Director of HR

Date: _____ Date: _____