

DEPARTMENT OF JUSTICE

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AQW 52892 22-27

MR DOUG BEATTIE MLA (Upper Bann) has asked:

To ask the Minister of Justice whether the form, Northern Ireland Prison Service Application for excusal of sick absence due to Industrial Accident is (i) still in operation or (ii) has been replaced, including any replacement form.

ANSWER

The policy relating to Injuries, Diseases and Assault is set out in the Northern Ireland Civil Service Handbook which is available online.

The heading “absence due to industrial accident / assault / meritorious conduct” was removed from the form used by the Northern Ireland Prison Service. The form continues to allow staff to provide details of the incident and the injuries sustained. The Prison Officers Association has a seat at Central Whitley where it can raise issues around policies, procedures and forms.

A copy of the current Northern Ireland Prison Service application for excusal of sick absence form has been placed in the Assembly Library.



NAOMI LONG MLA

NORTHERN IRELAND PRISON SERVICE – APPLICATION FOR EXCUSAL OF SICK

Part 1: To be completed by the applicant

Name & staff number: _____ Home Station: _____

Date of incident: _____ Time: _____ Start date of sick absence: _____

How did the incident happen and what was the location?

What injuries did you sustain?

Did you report the incident to your line manager for accident book purposes, or if not, please explain why?

Give names of all those who witnessed the incident:

I wish to apply for excusal of sick absence in accordance with the provisions of the Leave and Attendance Section of the Northern Ireland Civil Service HR Handbook.

Signed: _____ **Date:** _____

Name in block capitals: _____

Note: When you have furnished all the information asked of you and signed in the space provided, you should pass this on to a manager who had first line responsibility for you at the time of incident and who would be familiar with

all the duties required of you at the time.

Part 2: for completion by manager with first line responsibility for the applicant (this must be Senior Officer or above for officer grades & EO2 or above for general service grades).

Were you a manager with first line responsibility for the applicant at the time of incident?

Yes / No (delete as appropriate). If you answer "no", you should not continue and pass this form straight back to the applicant.

Can you confirm that the applicant was carrying out the duties required of him/her at the time and place of incident, or if not please explain?

Can you confirm that the applicant reported the incident and that relevant details were recorded in the accident book and that a copy is now attached?

Can you confirm that statements were taken from all those who witnessed the incident and that copies are attached?

Upon careful examination of the witness statements and all the information provided by the applicant, are you completely satisfied that the incident happened as described by the applicant in Part 1 (use a continuation sheet if necessary)?

Signature & staff number: _____ **Date:** _____

Name in block capitals: _____

Note: When you have answered all the questions asked of you and signed in the space provided, you should pass this on to a manager who had second line responsibility for the applicant at the time of incident.

Part 3: for completion by manager with second line responsibility for the applicant

(must be Unit Manager or above for officer grades and EO1 or above for general service grades).

Were you a manager with second line responsibility for the applicant at the time of incident?

YES / NO (delete as appropriate). If you answer “no”, you should not continue and pass the form straight back to whoever completed Part 2.

Upon careful examination of all the evidence, do you agree in full with the officer who completed Part 2, or if not, please explain why (use a continuation sheet if necessary)?

Signature & staff number: _____ **Date:** _____

Name in block capitals: _____

**Note: Upon completion, please refer all the paperwork immediately to the relevant
HR EMPLOYEE RELATIONS.**

Part 4: decision by the HR at EO2 level or above.

The condition that must be met for the application to qualify for excusal is :

- that the application meets the criteria as set out in Chapter 3.09, paragraph 6 Excusal of Sickness Absence for periods of Absence due to Injury or Assault of the NICS Staff Handbook.

Having considered all the evidence, excusal is granted / not granted (delete as appropriate).

Signature: _____ **Rank** _____ **Date:** _____