



Doctoral Programme in Clinical Psychology

Documentation & Procedural Guidelines

Trainee Clinical Psychologists in receipt of sponsorship support from the HSE are employees of the HSE and are required to comply with the terms and conditions of their contract and procedures and guidelines pertaining to that contract.

1. Time Recording Procedure

- i) Trainees are responsible for completing and returning a time sheet (**Ref 01/07**) on a weekly basis.
- ii) During clinical placement blocks the time sheet must be signed by the Placement Supervisor or a person nominated by the Supervisor.
- iii) During academic blocks, the time sheets should be signed by one of the clinical psychology academic staff.
- iv) To ensure that trainees are paid, weekly time sheets must be returned **no later than 10am every Monday**.
- v) The time sheets must be completed in advance in relation to planned periods of annual leave.
- vi) In the event of absence on a Monday where the trainee is unable to return the time sheet, the Mental Health Directorate should be notified immediately by phone to ensure that the trainee's time is recorded on the payroll system. A completed time sheet should be submitted upon return to work/college.

vii) Completed Time Returns should be posted or faxed to:

*Colette Marrinan/Susan Ryan,
Mental Health Directorate, South East Wing, St. Joseph's Hospital Campus,
Mulgrave St., Limerick.*

Fax No. 061-461103

Tel No. 061-461194

*Email: colette.marrinan@mailh.hse.ie
susan.ryan@mailh.hse.ie*

2. Annual Leave

- i) In addition to statutory public holidays, annual leave may be taken for the number of working days as specified in the contract.
- ii) Trainees commencing in 2007 have 20 working days annual leave. The annual leave year is 1st April to 31st March; your annual leave, therefore, is as follows:-

A/L Year 1:	10 days
A/L Year 2:	20 days
A/L Year 3:	20 days
A/L Year 4:	10 days
- iii) Annual leave may not be taken during academic term time, except in exceptional circumstances. On these occasions the rationale for the request will be considered on a case by case basis by the Course Director and the Principal Psychologist. It is recommended that such requests should be received by the Course Director at least two weeks prior to the commencement of the leave.
- iv) Trainees must complete an annual leave card (**Ref 02/07**) which is to be approved by the Course Director *prior* to leave being taken. The leave card will be retained by the Course Director.
- v) At year end, the completed leave card should be returned to the Mental Health Directorate for audit purposes.
- vi) Annual leave is normally required to be taken within the appropriate leave year (1st April – 31st March). However, where an employee does not avail of his/her outstanding leave because of service requirements as agreed by the Principal Psychologist or other exceptional circumstances, he/she may be allowed to carry leave forward to be taken within the first 6 months of the following annual leave year.
- vii) The standard working week is 35 hours. Any additional time worked cannot be accrued to be taken at a later date.

3. Sick Leave

- i) Only 2 consecutive working days can be taken without a medical certificate. A medical certificate must be provided on the third day of illness and routinely submitted with the timesheet to the Mental Health Directorate.
- ii) It is the responsibility of the trainee to notify the Mental Health Directorate, **Tel. No. 061 461194/461205** in the event of sick leave. It is also good practice to notify the placement supervisor.
- iii) A trainee who is on sick leave on a Friday and a Monday will be required to submit a sick certificate and 4 days sick leave will be recorded on the system.
- iv) If a trainee falls ill during annual leave and submits a medical certificate, the period covered by the certificate is regarded as sick leave and annual leave entitlement is restored.
- v) If you pay full PRSI contributions (Class A1 'stamps') appropriate deductions are made from your pay in respect of sick leave. You may have entitlements to Social Welfare

Disability Benefit while on sick leave and you must contact the Department of Social and Family Affairs directly to claim your benefits.

4. Study Leave

- i) 5 days of **formal** Study Leave may be taken with the appropriate leave approval in each academic year. Trainees must complete the appropriate study leave form (**Ref 03/07**) in advance of taking formal study leave. This form must be approved by the Course Director. Trainees should contact the Mental Health Directorate to obtain the appropriate study leave form.
- ii) Formal study leave is recorded in the time sheet using the 'Y' code.

5. Placement Research Days

- i) One day per week during placement is allocated to research and additional academic input. This day is recorded on your time sheet as a Research Day (Code R on Time Sheet). If you are not scheduled to be in the university on this day you are expected to be available for work if required, at a location to be agreed or known to the Clinical Supervisor/Course Director.
- ii) The research day is not recorded on timesheets as a formal study day and should be recorded using the 'R' code.
- iii) Research days cannot be accumulated and trainees are not entitled to research leave while on annual leave.