

Dept. of Education & Science  
Payroll Division,  
Cornamaddy  
Athlone  
Co. Westmeath

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An Roinn Oideachais & Eolaíochta  
An Rannóg Párolla  
Cor na Madadh  
Baile Átha Luain  
Co. na hIarmhí

Circular Letter Pay 10/04

**To: The Principal /Board of Management of Voluntary  
Secondary, Community and Comprehensive Schools**

**Re: Pension arrangements in respect of payments for  
supervision/substitution.**

Dear Principal/Chairperson,

I am directed by the Minister for Education and Science to refer to the arrangements for the pensionability of the payment for supervision/substitution duties. This Circular Letter sets out the arrangements in respect of personnel in Voluntary Secondary, Community and Comprehensive schools.

Schools will be allocated hours for supervision and substitution on the basis of 37 hours per whole-time teacher equivalent (WTE) per school year. The WTE figure used for the allocation of supervision and substitution hours will be based on the teacher allocation as on the 1<sup>st</sup> September each year to the school.

**1. Serving Teachers on the Department's Payroll:**

Teachers who are in pensionable service will be considered to be making an ongoing commitment to undertake supervision and substitution duties under a 37 hour contract on an ongoing basis to retirement, the commencement date for pensionability shall be the 1<sup>st</sup> September 2001 in the case of serving teachers who have delivered the appropriate service in each year since that date or the date of appointment in the case of new teachers. On entering the commitment teachers will be required to make the appropriate pension contribution with effect from these dates. The pension arrears owed from September 2001 will be deducted from the payment due in respect of the 2003/04 school year.

The pensionability of the supervision and substitution payment is restricted to the minimum commitment of 37 hours over the course of the year (the number of hours is considered pro-rata in respect of Job Sharers and Regular Part-time Teachers). Deductions in respect of pension will commence during the 2004/05 school year.

Serving teachers who do not wish to commit to pensionability of this payment must complete the attached (Opt Out Form) and return it to Post Primary Payroll Division before the 30<sup>th</sup> June, 2004. All teachers who do not complete and return this form by this date will be considered to be making a commitment to pensionability of this payment with effect from 1<sup>st</sup> September 2001. Opt Out Forms received from serving teachers after this date will be considered to have this payment no longer considered for pensionability from the date of receipt.

A teacher who is not entering a commitment to undertake supervision and substitution duties under a 37 hour contract on an ongoing basis to retirement may continue to provide supervision and substitution duties on a casual non-pensionable basis. Such teachers should advise their Board of Management of their availability on or before the 30<sup>th</sup> June preceding the next school year.

## **2. Teachers currently on unpaid Approved Leave of Absence**

Teachers on approved unpaid leave of absence from pensionable service will commence payment into the pension scheme in respect of the allowance on return to salary and any arrears will automatically be deducted from the appropriate date.

Teachers who do not wish to commit for pensionability of this payment must complete the attached ([Opt Out Form](#)) and return it to Post Primary Payroll Division before resuming their teaching duty. Opt Out Forms received from teachers after this date will be considered to have this payment no longer considered for pensionability from the date of receipt.

P. Maloney,  
Principal Officer.

May 2004

Opt Out Form

**Pensionability of Supervision and Substitution Payments:**

Name: \_\_\_\_\_

School: \_\_\_\_\_

PPSN: \_\_\_\_\_

Roll No: \_\_\_\_\_

Payroll No.: \_\_\_\_\_

I \_\_\_\_\_ have read the terms of Para. 5 of [Circular PPT 01/03](#) and Circular Pay 10/04 and do not wish to undertake substitution and supervision duties in a pensionable capacity.

Signed (teacher): \_\_\_\_\_

Date: \_\_\_\_\_

Principal/Manager: \_\_\_\_\_

Date: \_\_\_\_\_