

Dept. of Education & Science  
Post-Primary Teachers Section,  
Cornamaddy  
Athlone  
Co. Westmeath



An Roinn Oideachais &  
Eolaíochta  
Rannóg Múinteoirí  
Iarbhuideochais  
Cor na Madadh  
Baile Átha Luain  
Co. na Íarmhí

Circular Letter PPT 14/04

## **The Chief Executive Officer of Each Vocational Education Committee:**

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

I am directed by the Minister for Education and Science to advise Vocational Education Committees regarding the arrangements for the pensionability of the payment for supervision/substitution duties. VEC's should also refer to paragraph 5 of circular letter PPT 01/03.

#### **1. Serving Teachers on the VEC 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 should 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 should commence during the 2004/05 school year.

VEC's should ensure that serving teachers who do not wish to commit to pensionability of this supervision payment complete the attached (Opt Out Form) as soon as possible. This opt out form should be retained by the VEC. It should be noted that any serving teacher who does not complete this opt out form will be considered to be making a commitment to pensionability of this payment with effect from 1<sup>st</sup> September 2001.

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 the VEC of their availability for supervision/substitution 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 should automatically be deducted from the appropriate date.

A. Barrett  
Acting Principal Officer.

July 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 PPT 14/04 and do not wish to undertake substitution and supervision duties in a pensionable capacity.

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

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

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

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