

Rannán Párolla,  
An Roinn Oideachais agus  
Eolaíochta,  
Cor na Madadh,  
Baile Átha Luain,  
Co. na hIarmhí.



Payroll Division,  
Department of Education and  
Science,  
Cornamaddy,  
Athlone,  
Co. Westmeath.

Circular 0111/2007

## **To the Management Authorities of Primary, Secondary, Community and Comprehensive Schools**

### **Special Needs Assistants Payment Arrangements for July and August 2008 and subsequent years**

#### **1. Introduction**

- 1.1 The Minister for Education and Science wishes to advise management authorities and Special Needs Assistants (SNAs) of the payment arrangements for SNAs for July and August 2008 **and subsequent years**.
- 1.2 This Circular replaces [Circular 0011/2007](#) which issued in February, 2007.

#### **2. Arrangements which will apply in July and August 2008**

- 2.1 SNAs who are appointed on or before 07 January 2008, will be paid for the full duration of the 2008 summer holidays.

SNAs who commence employment on or after 08 January 2008, will be paid up to and including 12 July 2008 irrespective of the date the school closes.

They will only be retained on the Department's payroll for the full duration of the 2008 summer holidays if the school management authorities provide the Department's Non Teaching Staff (NTS) Payroll with the following:

- a) Documentary evidence from the SENO for the relevant post for the 2008/09 school year, and
- b) confirmation that the SNA in question is returning to the post in September 2008.

#### **3. Entitlement to Benefit from the Department of Social and Family Affairs**

- 3.1 SNAs who are not in receipt of salary for the duration of the summer holidays, **may** have an entitlement to claim benefit from the Department of Social and Family Affairs for this period. SNAs should be advised to contact their local DSFA office for further advice in this regard.

**4. Entitlement to Summer Pay from the 2008/09 school year onwards**

- 4.1 SNAs appointed on or before the first school day following the Christmas break will be paid up to and including 31 August.
- 4.2 SNAs appointed on or after the second school day following the Christmas break will be paid up to and including 12 July.
- 4.3 The conditions which apply to the payment of salary from 13 July 2008, outlined in Paragraph 2.2 of this Circular, will also apply from the 2008/09 school year onwards.

**5. Non Resumption in September**

- 5.1 Management authorities are reminded to inform the NTS Payroll of any SNAs, **either full-time or part-time**, who are not returning to their posts in September.
- 5.2 The form '*Notification of Special Needs Assistant Leaving*' should be completed and sent to NTS Payroll **before 01 August each year**. This form can be down-loaded from the Department's website [www.education.ie](http://www.education.ie) – follow the links to Education Personnel/Special Needs Assistants.

**6. Dissemination of Information**

- 6.1 Management authorities are requested to bring the contents of this Circular to the attention of all SNAs in their schools, including those on maternity leave, sick leave etc. and also to the attention of the members of the Boards of Management.
- 6.2 This Circular should be retained for reference in the school and may also be accessed on this Department's website at [www.education.ie](http://www.education.ie) – follow the links to Education Personnel/Special Needs Assistants.

**7. Queries on this Circular**

- 7.1 If you have any query in relation to this circular please contact the NTS Payroll at 090 648 4136 or e-mail your query to [sna\\_pay@education.gov.ie](mailto:sna_pay@education.gov.ie)

P. Maloney,  
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