



Circular 0023/2007

To the Management Authorities of Secondary, Community and Comprehensive Schools.

On Line Claim System

Arrangements for Absence Notification for Teachers and Special Needs Assistants

1. Introduction.

The Minister for Education & Science wishes to inform Management Authorities of the arrangements regarding leave of absence notification arising from the introduction of the On Line Claim System (OLCS) with effect from the 6th November, 2006.

2. Recording of Absences.

Absences, both substitutable and non substitutable, for teachers and special needs assistants must be recorded on the OLCS from the 6th November, 2006. The Department requires that leave absences are recorded to ensure that all staff members are paid correctly.

Leave records should be inputted each day by the school to the OLCS as they occur and **must be entered in date order**.

3. Applications for unpaid leave

Applications for unpaid Leave must be made to the management authority of the school at least 6 weeks before the date of commencement of the leave to facilitate the Board in making timely arrangements for the recruitment of a replacement staff member.

The absence must be recorded on the OLCS at least 4 weeks prior to the date of commencement of the leave. This is to ensure that payment can be ceased for the relevant period and avoid overpayment situations.

The applicant for parental leave must submit a copy of the child's birth certificate or where applicable evidence of the adoption order to the managerial authority with the application for parental leave. If an applicant does not submit the documentation referred to, the managerial authority of the school the managerial authority has no option but to refuse to approve the application pending the submission of the documentation. A copy of the documentation must be retained in the school for audit purposes.

The applicant for Carer's leave must submit a copy of the approval decision from Carer's Benefit Section, Department of Social and Family Affairs to the managerial authority with the application for Carer's leave. If the applicant does not submit the documentation referred to, the managerial authority has no option but to refuse to approve the application pending the submission of the documentation. A copy of the documentation must be retained in the school for audit purposes.

Documentation essential to a decision in connection with applications for unpaid leave (such as Parental leave, Carer's leave, unpaid Maternity Leave and unpaid Adoptive Leave), and required under the terms of the relevant Circular Letters, must be retained indefinitely by the school.

4. Other Unpaid Absences

In the case of absences for which the prior approval of the managerial authority has not been obtained, the Board is obliged to notify the Department of the absence at the earliest possible date and whether the Board has approved of the absence or not. Delays in notifying the Department of such absences will lead to considerable difficulties for the payroll service and are consequently unacceptable.

In cases of unapproved absence, it is essential that these events are notified to the payroll service as soon as possible so as to avoid overpayments arising. In such cases a deduction from salary will occur or, where appropriate, the payment of salary will cease and shall not re-commence until all required certification has been submitted by the Board.

5. Sick Leave

- (a) A medical certificate must be submitted to the managerial authority in respect of absences owing to illness in accordance with the terms of the relevant scheme. In the absence of medical certification the substitution costs will not be paid by the Department. The salary of the absent teacher or special needs assistant shall be ceased by the Department in the event that the managerial authority advises the Department that certification has not been submitted.
- (b) Medical Certificates must be retained securely in the school for audit purposes for a period of not less than 5 years or ten years in the case of a teacher who takes a career break.
- (c) In the case of Class A PRSI Contributors the MC1 Social Welfare Certificate must be submitted to this Department after 3 sick days for referral to the Department of Social and Family Affairs. This is required for PRSI compliance. Failure to submit the MC1 form on time may result in the loss of salary to the teacher. A teacher's medical practitioner (G.P.) will normally have MC1 forms for completion.

6. Paid Maternity Leave and Paid Adoptive Leave

Applications must be submitted to the Board of Management of the school 6 weeks in advance of the proposed commencement date. Leave details must be entered on OLCS not later than 4 weeks in advance of the commencement date. Forms MB10 and AB1 where applicable should be submitted to the Department at least four weeks prior to the commencement of the leave. Form ML 1 (see [Appendix 1](#)) must be completed in respect of Maternity Leave absences and Form AL 1 (see [Appendix 3](#)) in respect of Adoptive Leave absences. These documents must be retained in the school for record and audit purposes. A calculation example for Maternity Leave and Adoptive Leave is set out in [Appendix 2](#) and [Appendix 4](#) respectively. It is recommended that a copy of the completed calculation be given to the applicant.

7. Copies of Circular

School management authorities are requested to bring the contents of this Circular to the attention of staff in the school, including those on maternity leave, sick leave etc.

An Irish version of this circular is available on the Department of Education & Science website at www.education.ie

P. Maloney,
Principal Officer.
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