



**Circular 0065/2015**

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards**

**Revised Payment Mechanism for Casual Special Needs Assistants (Substitute SNAs)  
with effect from the Commencement of the 2015/16 School Year -  
Cessation of “Rolled-up Holiday Pay”**

**Purpose of Circular:**

1. The purpose of this Circular is to inform SNAs, school management authorities and Education and Training Boards of the changes to the pay arrangements for casual SNAs with effect from the commencement of the 2015/16 school year. The casual rate is payable to SNAs who are working in a substitute capacity.
2. The hourly rates paid to casual SNAs have heretofore included an element in respect of annual leave. This practice is known as “rolled-up holiday pay”. The effect of this Circular is to cease the practice of paying “rolled-up holiday pay” to casual SNAs and to introduce a separate payment in respect of holiday pay. This change is being made to bring the method of remunerating such SNAs into line with the European Union Working Time Directive, following a decision of the European Commission.
3. It is important to note that the overall remuneration of such SNAs is not being changed as a result of this Circular. The pay of a casual SNA under the new arrangements set out in this Circular in respect of any period of employment will be equal to the pay which the SNA would have received for the corresponding period of employment under the pre-existing arrangements.
4. All hourly casual rates payable to SNAs set out in previous Circulars are superseded by the terms of this Circular with effect from the commencement of the 2015/16 school year.

**Summary of Changes to Casual Rates Payable to SNAs**

5. The changes are summarised as follows:
  - (i) At primary and post-primary level, with effect from the commencement of the 2015/16 school year, 8% will be removed from the current hourly casual rates. This represents the SNAs statutory annual leave entitlement of 4 weeks per year. The SNA will accumulate statutory annual leave to the value of 8% of time worked.
  - (ii) The Organisation of Working Time Act provides that the times at which annual leave is granted to an employee shall be determined by his or her employer. Therefore, SNAs will take and be paid their accumulated statutory annual leave entitlement during the school closure periods at Christmas, Easter and summer as follows:

- During the Christmas school closure period, SNAs will take the statutory annual leave which they have accumulated since the commencement of the school year and will be paid for such leave;
  - During the Easter school closure period, SNAs will take the statutory annual leave which they have accumulated since the end of the Christmas school closure period and will be paid for such leave;
  - During the summer school closure period, SNAs will take the statutory annual leave which they have accumulated since the end of the Easter school closure period and will be paid for such leave.
- (iii) The base hourly rate includes payment for all SNA working time (including the 72 hours as outlined in DES Circular 71/2011) apart from the SNA's statutory annual leave.
- (iv) These revised arrangements will be implemented with effect from the commencement of the 2015/16 school year.
6. The revised hourly casual rates for SNAs and value of statutory annual leave accumulated per hour worked to apply with effect from the commencement of the 2015/16 school year are set out at Appendix 1.
7. The agreed level of statutory annual leave accumulated based on the hours worked in a term by an SNA is set out at Appendix 2. The SNA will accumulate statutory annual leave as per Appendix 2 and will take and be paid for such leave as set out at Paragraph 5 (ii) above.

### **Circulation and Queries**

8. Please ensure that copies of this Circular are provided to all members of the Board of Management/ Education and Training Board and its contents are brought to the attention of all relevant SNAs in your employment including those on leave of absence.
9. This Circular can be accessed on the Department's website under <http://www.education.ie> .
10. Queries in relation to this Circular should be addressed to NTS Payroll by e-mail at the following address:
- [NTSPayroll@education.gov.ie](mailto:NTSPayroll@education.gov.ie)

SNAs employed by Education and Training Boards should direct queries to their employer ETB in the first instance.

Padraig Maloney  
Payroll Division  
1 December 2015

## **Appendix 1**

### **CASUAL SNA HOURLY PAY RATES:**

<b>Status of Substitute SNA</b>	<b>Current Rate</b>	<b>New Ongoing Rate from 2015/16</b>	<b>Value of Statutory Annual Leave Accumulated per Hour Worked from 2015/16</b>
<b>SNAs appointed on or before 31 December 2010</b>	13.80	12.70	1.10
<b>SNAs appointed on or after 1 January 2011</b>	12.71	11.69	1.02

## **Appendix 2**

### **LEVEL OF STATUTORY ANNUAL LEAVE ACCUMULATED BY AN SNA PER TERM**

<b>Hours worked in the Term</b>	<b>Days of Statutory Annual Leave Accumulated</b>
0 to 58	8% of time worked
59 to 115	1
116 to 172	2
173 to 230	3
231 to 288	4
289 to 345	5
346 to 403	6
404 to 460	7
461 to 518	8
519 to 576	9
577 to 633	10
634 to 691	11
692 to 748	12