



**Circular 0070/2016**

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

### **Work Stoppages by ASTI Members**

1. I am directed by the Minister for Education and Skills to inform you that, arising from the results of a ballot of their members, ASTI have announced a series of one-day work stoppages on the following dates:
  - 27 October
  - 8 November
  - 16 November
  - 24 November
  - 29 November
  - 6 December
  - 7 December
2. It is a matter for school management (in the case of ETB schools, the Chief Executive) to decide whether their school(s) should open for pupils on these dates. In reaching this decision, account should be taken of the potential Health & Safety risks inherent in opening the school as normal, in view of the anticipated number of staff expected to take part in these work stoppages.
3. If a decision is taken not to open a school for pupils on these dates, care should be taken to ensure that all parents/guardians and students are notified of this decision in adequate time, to allow for alternative arrangements to be made.

### **Arrangements for Staff employed by Secondary and Community and Comprehensive Schools**

4. In the event that these work stoppages proceed, the management of each school should make appropriate arrangements to record the attendance or absence of all staff employed by the school on each date. This applies to all teaching and non-teaching staff employed by the school.

5. In the case of staff paid on payrolls operated by this Department and in order to facilitate the appropriate pay deduction(s), the management of each school must record all absences due to the work stoppages on the Online Claims System (OLCS) under the Leave Category "School Business", Leave Sub-category "Strike In School". Absences for reasons other than the work stoppages (e.g. for authorised leave) should be recorded on the OLCS in the normal way.

### **Payroll Arrangements for Staff Employed by Education and Training Boards**

6. In the event that these work stoppages proceed, it is the responsibility of the Chief Executive of each ETB to ensure that appropriate arrangements are put in place to record the attendance or absence of staff employed in the school/centre on each date. This applies to all teaching and non-teaching staff employed in the school/centre.
7. The Chief Executive of each ETB should ensure that all absences due to the work stoppages are notified to the ETB's Payroll Section in accordance with its appropriate procedures in order to facilitate the appropriate pay deduction(s). Absences for reasons other than the work stoppages (e.g. for authorised leave) should be recorded in the normal way.

Philip Crosby  
Principal Officer  
25 October 2016