



Pay Circular 11/05

To: The Management Authorities of Secondary/ Community and Comprehensive Schools and the Chief Executive Officer of each Vocational Education Committee.

Re: Payment of an “Acting-up” allowance to a teacher who undertakes the duties of post of Principal, Deputy Principal, Assistant Principal or Special Duties Teacher whilst the actual Post holder is absent on approved Paid or Unpaid Leave of Absence.

The Minister for Education and Science wishes to bring to the attention of Vocational Education Committees and the Managerial authorities of Secondary, Community and Comprehensive Schools the change in the regulation in relation to the payment of “Acting up” allowance to a teacher who undertakes the duties of a post holder who is absent on approved paid or unpaid leave as recorded in Agreed Report No. 3/99.

The provisions are as follows:-

- (i) A teacher who carries out the duties of a Principal, Deputy Principal, Assistant Principal or Special Duties Teacher whilst the actual post holder is absent on approved Paid or Unpaid Leave of Absence for a minimum consecutive period of one month may be paid the appropriate allowance subject to the conditions at (ii) to (v) following.
- (ii) Payment of the allowance will be allowed only where the post is warranted by reference to the schedule of posts of responsibility of the school (i.e. supernumerary posts are excluded from the arrangement).
- (iii) School management will be required to certify that the duties cannot be distributed among the other holders of posts of responsibility in the school.
- (iv) Payment will be made retrospectively in the case of all acting-up posts after the duties have been carried out for one month. An exception to this applies in the case of an acting appointment replacing a teacher on **sick leave** – in this instance the allowance will be paid at the end of the first month’s absence and subsequently when medical certification of absence for the payment period has been received from the actual post holder.

- (v) Where an actual post holder is absent on approved paid or unpaid leave which expires **during** a vacation period, and the Board of Management/Manager certifies that the acting duties were carried out up to the date of expiry, the acting up allowance may be paid up to the date of expiry only. Where the actual post holder is absent on paid or unpaid leave until the date of **commencement** of a vacation period an acting allowance cannot be paid for the duration of the vacation period even if the Board of Management certifies that the acting duties were carried out.

The terms of this Circular are effective from the 1st June, 2005 and supersedes Circulars 31/82, 5/92 and 12/92 and 25/99.

Applications for payment under the terms of this Circular should be submitted on the appropriate form after the expiry of the 1 month period.

This Circular can be accessed on this Department's website at www.education.ie under Education Personnel/Payroll Division.

Please bring this Circular to the attention of the teachers in your school(s).

Bridget McManus
Secretary General
June 2005.