

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 0004/2008

To: Chief Executive Officers, Principal Teachers and Special Needs Assistants in VEC Schools

Special Needs Assistants Payment Arrangements for July and August Annually

1. Introduction

- 1.1 The Minister for Education and Science wishes to advise Vocational Education Committees and Special Needs Assistants (SNAs) of the payment arrangements for SNAs for July and August 2008 *and subsequent years*.

2. Arrangements which will apply in July and August 2008

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

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

They shall only be retained on the VEC payroll for the full duration of the 2008 summer holidays if the following information is available:

Documentary evidence from the SENO for the relevant post for the 2008/09 school year and 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 shall be paid up to and including 31 August.
- 4.2 SNAs appointed on or after the second school day following the Christmas break shall 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, shall also apply from the 2008/09 school year onwards.

5. Dissemination of Information

- 5.1 Vocational Education Committees 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.
- 5.2 This Circular should be retained for reference in each VEC/school and may also be accessed on this Department's website at www.education.ie – follow the links to Education Personnel/Special Needs Assistants.

6. Queries on this Circular

- 6.1 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

P. Maloney,
Principal Officer.

January 2008