



Circular Letter 0110/2008

To: BOARDS OF MANAGEMENT OF POST-PRIMARY SCHOOLS AND THE CHIEF EXECUTIVE OFFICERS OF VOCATIONAL EDUCATION COMMITTEES
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Substitute cover for registered teachers employed in post-primary schools – Amendments to existing arrangements.

As a result of the 2009 Budget provisions for Education, arising from current economic challenges, and following subsequent proposals from the management bodies of post-primary schools, new arrangements are being put into place for substitution cover for uncertified sick leave for teachers in post-primary schools and for official school business in post-primary schools.

These arrangements are being put in place with effect from 1 January 2009 and will remain in place for the remainder of the 2008/09 school year while a review of the supervision/substitution 37 hour scheme and related matters takes place.

1. Allocation of Hours:

Each post-primary school will be provided with a defined number of hours of substitution cover outside of the supervision and substitution scheme to provide cover for teacher absences arising from uncertified sick leave and official school business. This will be calculated on the basis of the number of pupils in a school with a minimum number of available hours for all schools with less than 100 pupils. Thus for the remainder of the school year 0.16 hours substitution cover will be allocated for each pupil in a school as per

the school's recognised pupil enrolment on the 30th September 2007. Examples are an allocation of 32 hours for a 200 pupil school and 64 hours for a 400 pupil school.

The allocation of substitution hours for secondary and community/comprehensive schools will be issued by the Teacher Allocation Section before the commencement of the new school term. It will be issued in an amended staffing allocation schedule and shall be titled "substitution". The "substitution" allocation will not be taken into account in calculating Posts of Responsibility. The claims for substitution for uncertified sick leave and official school business should be made from the part time hours allocation on the On Line Claim System.

Allocations to VECs will be provided in the normal way and will be calculated on the same basis.

2. Substitution Cover for Other Absences.

The existing arrangements for substitute cover for other absences of teachers from teaching duty will continue to apply.

3. Supervision/ Substitution Scheme.

The supervision/ substitution scheme will continue to operate and teachers who undertake the duties in accordance with the terms of the scheme will continue to receive the annual payment. School managerial authorities are requested to ensure that the supervision substitution scheme is operated to maximum effectiveness in all schools.

P. Maloney,
Payroll Division,
December, 2008.