



**Circular 0037/2012**

**To: The Managerial Authorities of Recognised Primary, Secondary,  
Community and Comprehensive Schools  
and  
The Chief Executive Officers of Vocational Education Committees**

**SELF CERTIFIED PAID SICK LEAVE ARRANGEMENTS  
FOR SPECIAL NEEDS ASSISTANTS  
IN RECOGNISED PRIMARY AND POST PRIMARY SCHOOLS**

**Introduction**

1. The Labour Court has made recommendations in relation to sick pay arrangements in the public service. In relation to self-certified (or uncertified) sick leave, the Labour Court recommended that “seven days self-certified paid sick leave be granted over a rolling two year period”. The purpose of this Circular is to implement that recommendation.
2. The Labour Court has recommended a phased move to the new arrangements. There will be an initial maximum of 7 days self-certified sick leave permitted in the period from 1 January 2012 until 31 December 2013.
3. After that time each special needs assistant will have a personal rolling 2 year period counting backwards from the date of their latest self-certified sick leave. The maximum number of self-certified sick leave days allowable in that 2 year period will be 7.

**Amendment of Circular 0033/2010**

4. Paragraph 3.1 of Circular 0033/2010 *Sick Leave Scheme for Special Needs Assistants in Recognised Primary and Post Primary Schools* is replaced with the following:
  - “3.1 (a) In the period beginning on 1 January 2012 and ending on 31 December 2013 the maximum number of self-certified sick leave days allowable is 7.
  - (b) On or after 1 January 2014 the maximum number of self-certified sick leave days allowable is 7 in the 2 years prior to the latest date of self-certified sick leave absence”.

5. In Circular 0033/2010 the words “uncertified sick leave” are replaced with “self-certified sick leave” wherever they occur.

**Notification**

6. Please ensure that copies of this circular are provided to all members of the Board of Management/Vocational Educational Committee and its contents are brought to the attention of all special needs assistants in your employment including those on leave of absence.
7. This circular can be accessed on the Department’s website under [www.education.ie](http://www.education.ie) Home – Education Staff – Breaks/Leave – Sick Leave and all enquiries should be emailed to: [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie).

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