

(d) Temporary Substitution Arrangements and Extra Personal Vacation (EPV) Leave for primary teachers

The temporary substitution arrangements, introduced under Information Note TC 0018/2021 for primary teachers to permit substitute cover for the brief absences listed in this publication, including EPV Leave, will cease at the end of the 2021/22 school year. Therefore, substitute cover will not be paid by the Paymaster for these non-substitutable absences in primary schools for the 2022/23 school year, and the normal terms and conditions of Circular 32/2007 will apply.

A temporary arrangement introduced under Information Note TC 0018/2021 permitted accumulated untaken EPV Leave from the 2021/22 school year to be taken in the 2022/23 school year. While untaken EPV days may be carried forward into the 2022/23 school year in line with the provisions of Information Note TC 0018/2021, the normal terms and conditions of Circular 37/1997 will apply i.e. no more than 5 days EPV Leave permitted to be taken in any school year, including in the 2022/23 school year and the temporary arrangement to carry forward untaken EPV days into future school years will cease.

(e) Temporary Substitution Arrangements for SNAs

The temporary substitute arrangements introduced under Information Note TC 0019/2021 for SNAs to permit substitute cover for the brief absences listed in this publication, will cease at the end of the 2021/22 school year.

Therefore, substitute cover will not be paid by the Paymaster for these non-substitutable absences for the 2022/23 school year, and the normal terms and conditions of Circular 32/2010 will apply.

Appendix A

Appendix A – Application for COVID-19 Special Leave with Pay displaying COVID-19 symptoms or diagnosed with COVID-19

The Application Form should be fully completed by the employee and submitted to the employer as soon as possible. The completed Application Form must be accompanied by supporting evidence i.e. positive antigen or PCR test result, as appropriate including the date of fitness to return to work (where this date is available).

Part 1 - Employee Details

Employee's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Part 2 – Details of Special Leave with Pay

I wish to apply for Special Leave With Pay, for the reason indicated below (tick relevant box).

I am:

- Displaying COVID-19 symptoms, prior to COVID-19 antigen/PCR test result ☐
- Received a positive COVID-19 antigen test result. ☐
- Received a positive COVID-19 PCR test result. ☐

Start Date (DD/MM/YYYY): _____ Estimated End Date (DD/MM/YYYY): _____

Declaration

I wish to apply for Special Leave with Pay in accordance with the terms and conditions of Circular 0038/2022 titled '*Coronavirus (COVID-19): Updated Working Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools*'

The completed Application Form is accompanied by supporting evidence.

I confirm that the information provided in the Application Form is true and accurate.

Signature of Employee: _____ Date: _____

Part 3 – Employer Record

(A) COVID-19: Special Leave With Pay: Employee is displaying COVID-19 symptoms, prior to COVID-19 antigen/PCR test result	<input type="checkbox"/>
(B) COVID-19: Special Leave With Pay: Evidence of positive COVID-19 antigen/PCR test result (including test date) provided (HSE text message screenshot is acceptable)	<input type="checkbox"/>
Recorded on OLCS/relevant ETB system under 'COVID-19: Special Leave With Pay' (as appropriate)	<input type="checkbox"/>
Signature: _____ Date: _____ (Employer)	