



**Information Note 0008/2020**

**To: The Management Authorities of Recognised Primary Schools and  
the Chief Executives of Education and Training Boards**

**Coronavirus (COVID-19):  
Revised arrangements for Primary Schools in respect of Substitution and Extra Personal  
Vacation (EPV) Leave for the 2020/21 School Year**

**1. Introduction**

- 1.1 The Minister for Education and Skills directs you to implement the revised arrangements for primary schools set out in this Information Note in respect of amendments to the Supervision Scheme and the provision of substitute cover for certain leave types for the 2020/21 school year.
- 1.2 It is recognised that primary schools will require additional substitute cover in the 2020/21 school year to deal with the Covid-19 emergency situation.
- 1.3 These arrangements are part of a range of measures to support schools for a full re-opening at the commencement of the 2020/21 school year.
- 1.4 All employers and teachers must adhere to the agreed terms and conditions as stated, with effect from the date of this Information Note.
- 1.5 These revised arrangements are a temporary measure for the 2020/21 school year in light of the exceptional circumstances and will be reviewed prior to the end of that year.

**2. Amendments to the Supervision Scheme**

- 2.1 Currently, teacher absences on self-certified Sick Leave and the first day of Force Majeure/ Illness in Family Leaves are covered through the Supervision Scheme (i.e. substitution is not provided). For the 2020/21 school year, such absences will not be covered through the Supervision Scheme and employers may employ a substitute teacher for such absences. The substitute will be paid by the Department.
- 2.2 For the avoidance of doubt, this amendment to substitute arrangements does not change an individual teacher's entitlement in respect of such leave.

### **3. Substitute cover for leave which is currently non-substitutable**

3.1 Currently, substitute cover is not paid by the Department for the following Personal Leave absences:

- Marriage/Civil Partnership Leave
- Ordination/Profession of Immediate Family
- Conferring of Teacher/Immediate Family
- Wedding of Immediate Family/Near Relative/In-Law
- Witness in Court
- Legal Separation
- Candidate in Local Election
- Membership of Public Bodies
- Exam Leave
- Study Leave

3.2 For the 2020/21 school year, employers may employ a substitute teacher for the Personal Leave absences listed above. The substitute will be paid by the Department.

3.3 For the avoidance of doubt, this amendment to substitute arrangements does not change an individual teacher's entitlement in respect of such leave.

### **4. Extra Personal Vacation (EPV) Leave**

#### **4.1 Substitute Cover for EPV Leave:**

- i. Currently, substitute cover is not paid by the Department for EPV Leave.
- ii. For the 2020/21 school year, the Department/ ETB will provide substitute cover for the first day of EPV Leave taken by a teacher in the school year.
- iii. Subsequent EPV Leave may be taken only where the effect on the school's operation, including its COVID-19 Response Plan, is minimal and where this can be enabled without disruption to the teaching of the class and without the division of the class group between other classes.
- iv. For the avoidance of doubt, substitute cover will not be provided by the Department/ETB beyond the first day of EPV Leave taken by the teacher in the 2020/21 school year.

#### **4.2 Carryover of EPV Leave:**

- i. Where, due to the provisions above, it is not possible for a teacher to take their total EPV Leave during the 2020/21 school year, accumulated untaken EPV Leave will be carried over to be taken in the 2021/22 school year.
- ii. This carryover will be subject to an individual teacher having a maximum EPV Leave entitlement in the 2021/22 school year of 5 days.
- iii. The requirements for the approval of EPV days by the managerial authority does not change under this circular.

4.3 Review of arrangements for EPV Leave:

- i. Arrangements for the taking of non-substitutable EPV Leave between January and June 2021 will be reviewed by the Department in November 2020.

**5. Recording of Leave**

- 5.1 Employers are reminded that all approved leave must be recorded on the OLCS/relevant ETB system.

**6. Circulation of Information Note**

- 6.1 Please ensure that the contents of the Information Note are brought to the attention of all members of the Board of Management/Education and Training Boards and all teachers in your employment, including those on leave of absence.

- 6.2 All queries should initially be brought to the attention of the employer who may wish to consult with their representative organisation. Any further queries may be directed to the Department at the following email addresses:

- Queries in relation to leave entitlements: [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie)
- Queries in relation to the operation of the substitution arrangements: [Printch\\_payroll@education.gov.ie](mailto:Printch_payroll@education.gov.ie)

- 6.3 This Information Note can be accessed on the Department's website at [www.education.ie](http://www.education.ie)

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