

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

(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)

Recorded on OLCS/relevant ETB system under 'COVID-19: Special Leave With Pay' (as appropriate)

Signature: _____ Date: _____
(Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Special Leave with Pay to be processed. Your employer will retain your Application Form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this Application Form can be found on gov.ie. Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on gov.ie. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.