



Information Note TC/IN 0016/2024

**To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools and
The Chief Executives of Education and Training Boards**

**COVID-19:
Changes to Special Leave with Pay for
Teachers and Special Needs Assistants employed in
recognised Primary and Post Primary Schools**

1. Introduction

- 1.1 This Information Note notifies employers of changes to COVID-19 Special Leave with Pay (SLWP) for the public service, as directed by the Department of Expenditure, NDP Delivery and Public Reform (DPENDR).
- 1.2 The changes in this Information Note apply to teachers and special needs assistants (employees) employed in recognised primary and post primary schools, who commence COVID-19 SLWP from the date of this publication.
- 1.3 The changes to COVID-19 SLWP must be implemented by each employer and all employees must adhere to these changes.
- 1.4 Please note this Information Note should be read in conjunction with [Circular 0038/2022](#) in relation to working and leave arrangements for employees.
- 1.5 This information note supersedes the previous information note TC/IN 0004/2023.

2. COVID-19 Special Leave with Pay

- 2.1 This information note replaces paragraph 2.2.2 of [Circular 0038/2022](#). Special Leave with Pay applies to an employee who receives a positive COVID-19 antigen test result.
- 2.2 The current HSE advice in relation to self-isolation is available at link: [If you have COVID-19-HSE.ie](#). The HSE currently advises that a person must self-isolate for a period of 5 days.
- 2.3 As public health advice may change, please always refer to the [HSE website](#) for the most up to date information.

3. Changes to COVID-19 Special Leave with Pay

- 3.1 With effect from 5th November 2024, where an employee tests positive for COVID-19, a maximum limit of 5 consecutive days Special Leave with Pay (includes weekends/school closures), in any one instance, will apply.

3.2 Where the employee is medically unfit for work after the 5 consecutive days, the terms and conditions of the Sick Leave Scheme will apply.

4. Application and Recording Procedure for COVID-19 Special Leave with Pay

4.1 An employee who has received a positive COVID-19 antigen result must complete the Application Form at Appendix A of this Information Note, to apply for COVID-19 Special Leave with Pay.

4.2 The employee who receives a positive COVID-19 antigen test result must notify their employer as soon as possible. A screenshot of the positive antigen test result will be accepted as proof.

4.3 For schools using the Department's OLCS, Special Leave with Pay must be recorded on the OLCS by the employer under 'Personal Leave', sub-category titled 'COVID-19: Special Leave With Pay'. ETB schools must record this leave on their relevant ETB system.

4.4 The employer must satisfy themselves with the documentary evidence provided by the employee, before recording the period of COVID-19 Special Leave with Pay on the OLCS/relevant ETB system.

5. Circulation of Information Note

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

5.2 This Information Note can be accessed on the Department's website at [gov.ie](https://www.gov.ie).

James Walsh
Principal Officer
Teacher/SNA Terms & Conditions Section
05 November 2024

Appendix A

Appendix A – Application for COVID-19 Special Leave with Pay

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 test result, 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, following a positive COVID-19 antigen 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*' and Information note TC/IN 0016/2024 titled '*Changes to Special Leave with Pay 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

COVID-19: Special Leave With Pay:

Evidence of positive COVID-19 antigen test result (Including test date) provided

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.