



Information Note TC 0018/2021

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

Coronavirus (COVID-19): Temporary Substitution Arrangements and Extra Personal Vacation (EPV) Leave for Registered Teachers employed in recognised Primary Schools - 2021/22 School Year

1. Introduction

- 1.1 This Information Note informs employers of the revised arrangements for the 2021/22 school year in respect of amendments to the Supervision Scheme and the provision of substitute cover for certain teacher absences. It supersedes Information Note 008/2020.
- 1.2 It is recognised that primary schools will continue to require additional teacher substitute cover in the 2021/22 school year to assist in dealing with the COVID-19 pandemic.
- 1.3 All employers and teachers must adhere to the terms and conditions in this Information Note.
- 1.4 These revised arrangements are a temporary measure for the 2021/22 school year in light of the exceptional circumstances.

2. Amendments to the Supervision Scheme

- 2.1 Under normal circumstances, a teacher absent on self-certified Sick Leave and the first day of Force Majeure/ Illness in Family Leave is covered through the Supervision Scheme (i.e. substitution is not provided).
- 2.2 However, similar to the arrangements for the 2020/21 school year, such absences will not be covered through the Supervision Scheme for the 2021/22 school year. Therefore, an employer may appoint a substitute teacher paid by the Department/ETB for such absences.
- 2.3 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 non-substitutable Personal Leave

3.1 Under normal circumstances, substitute cover is not paid by the Department/ETB 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 However, for the 2021/22 school year, an employer may appoint a substitute teacher paid by the Department/ETB for the Personal Leave absences listed above.

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. Under normal circumstances, substitute cover is not paid by the Department/ETB for EPV Leave.
- ii. However, similar to 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 2021/22 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 2021/22 school year.



4.2 Carryover of EPV Leave:

- i. For the 2020/2021 school year, measures included that, where, due to the provisions above, it was not possible for a teacher to take their total EPV Leave during the 2020/21 school year, accumulated untaken EPV Leave could be carried over to be taken in the 2021/22 school year.
- ii. A similar measure will operate again in the 2021/22 school year so that where, due to the provisions above, it is not possible for a teacher to take their total EPV Leave during the 2021/22 school year, accumulated untaken EPV Leave can be carried over to be taken in the 2022/23 school year.
- iii. As per the previous measure, carryover will be subject to an individual teacher having a maximum EPV Leave entitlement in the 2022/23 school year of 5 days. For the avoidance of doubt, an individual teacher may not have an EPV leave entitlement of more than 5 days for the 2021/22 school year or the 2022/23 school year.
- iv. The requirements for the approval of EPV Leave by the employer does not change under this Information Note.

5. **Recording of Leave**

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

6. **Circulation of Information Note**

- 6.1 Please ensure this Information Note is circulated to 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
 - Queries in relation to the operation of the substitution arrangements: Primtch_payroll@education.gov.ie



6.3 This Information Note can be accessed on the Department's website at www.education.ie

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