

Appendix 1

Payment of Substitute Teachers employed in Community and Comprehensive Schools.

The payment of substitute teachers employed in Community and Comprehensive schools for approved absences will be paid by the Department through its on-line claims system (OLCS). In this connection, it is agreed that the payment for substitute teachers may be claimed by the school authorities in cases where such absences are substitutable.

Some of the approved absences are as follows.

1. Certified sick leave. Circular Letter 0053/2015 applies.
2. Adoptive Leave. Circular Letter 0018/2013 applies.
3. Carer's Leave. Circular Letter PPT 17/03 applies.
4. Examination conferences organised by the DES.
5. Force Majeure Leave. Circular Letter 17/99 applies.
6. Illness/Bereavement of Family Member. Circular Letter 19/00 applies.
7. Jury Service.
8. Maternity Leave. Circular Letter 0009/2013 applies.
9. Membership of Council or Course Committee for the NCCA.
10. Conduct of DES Leaving Certificate Oral Examinations.
11. Parental Leave. Circular Letter 0026/2013 applies.
12. Paternity Leave. Circular Letter PPT 23/01 applies.
13. Personal Leave – Unpaid leave of absence. Circular Letter 0035/2010 applies.

Details of all approved absences can be obtained on the Departments website. www.education.