

OLCS & Substitute Leave

The DES has issued **Guidance note 0008/2020** regarding revised arrangements for substitution and EPV Leave for the 2020/2021 school year. OLCS development enhancements are currently in progress to facilitate the recording of the revised substitute leave arrangements on the system. To facilitate schools in inputting the OLCS leave absences and claiming substitution in the short-term, the following arrangements will operate.

COVID-19 Absences

*A Teacher/SNA who is applying for leave under any of the four types of COVID 19 leave absences can record the leave of absence as **Special Leave – Covid19** which is listed in the Personal Leave Category section. Schools are advised to keep a paper record of the category the substitute is required for.*

Deputy Principal Release Days

To record Deputy Principal Release Day on the OLCS system, email onlineclaims@education.gov.ie with the following details

- School Roll Number
- Name of Deputy Principal
- Start Date of absence
- End Date of absence

Once the absence is recorded by OLCS team, this will then allow you to key in the substitute claim.

Job – Share

Some schools have experienced difficulties in keying claims for substitute staff replacing job-sharing teachers absent on leave. A solution to resolve this issue was introduced to the OLCS system on Saturday, 19 September.

Self-Certified, Illness in Family and Force Majeure Personal Leaves – Warning Messages

A warning message will appear when you are entering leave and claims for the Self Certified, Illness in Family and Force Majeure leaves. Please ignore the message shown and continue on to enter the leave and claim.

If you require further assistance, please contact the relevant payroll division:

Payroll Division Contact Email Addresses:

Primary Teachers: [**primtch_payroll@education.gov.ie**](mailto:primtch_payroll@education.gov.ie)
Post Primary Teachers: [**pppayroll@education.gov.ie**](mailto:pppayroll@education.gov.ie)
Non-Teaching Staff: [**NTSPayroll@education.gov.ie**](mailto:NTSPayroll@education.gov.ie)
Retired Teachers: [**RTPS@education.gov.ie**](mailto:RTPS@education.gov.ie)
OLCS Queries: [**onlineclaims@education.gov.ie**](mailto:onlineclaims@education.gov.ie)