

Trending Queries – Leadership Support Team

Substitute Teacher & SNA Payment – Boards of Management were permitted to appoint substitute Teachers & SNAs due to staff being absent for the following reasons:

- restricted movement or
- deemed very high risk

Where these categories of employees remain available to work from home (medically fit), substitutes will not be required during the period of remote learning. Substitutes who have already entered into a contract with the Board will continue to be paid by the DES during this period of remote learning - for example, Teaching Principal Leadership and Management Days. However, further substitutes cannot be employed to cover for employees who, during this period of remote learning, are required to restrict their movements or are identified by the OHS as very high risk.

Additionally, substitution will continue to be paid by the department for employees who are granted special leave with pay due to self-isolation or Covid-19 diagnosis.

Additional information relating to Covid related leave is outlined in [DES Circular 49/2020](#) or by email: teachersna@education.gov.ie

Ancillary Staff – Payment in respect of staff employed by Boards of Management using DE grant funding to schools will continue as normal.

Supervision – As remote learning is now in place, the DE has advised that there should be no requirement for additional supervision and therefore no additional supervision payment should be made, unless there is a contractual obligation to do so.

Parental leave – A request to change an approved application for parental leave must be made, in writing, to the board not later than six weeks before the proposed commencement of the change in work pattern. It is required "to specify the nature of the changes requested, the date of commencement and duration of the change in work pattern".

Following the signing of the Confirmation Document at Appendix B, no amendment can be made to the Confirmation Document without the agreement of both parties. A copy of the Confirmation Document should be retained by the teacher.

Any changes to the approved scheme should only be made in exceptional circumstances and provided that a Board has not engaged in a contract with a substitute teacher.

[Click here for more information \(DES Circular 54/2019, Chapter 5\)](#)

Childcare for Education Staff - Education Staff are considered essential workers to avail of childcare. The DE has issued the following [FAQs](#)