



Circular 0004/2013

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools
and
The Chief Executive Officers of Vocational Education Committees**

**OCCUPATIONAL HEALTH STRATEGY FOR REGISTERED TEACHERS AND
SPECIAL NEEDS ASSISTANTS**

In Recognised Primary and Post Primary Schools

As a result of the 2013 Budget provisions for Education, arising from current economic challenges, the Minister for Education and Skills wishes to inform management authorities of the revised arrangements in relation to the referral of teachers and special needs assistants to the Occupational Health Service.

The new arrangements will be introduced on a phased basis as follows:

- From 1 February 2013, any teacher who has 4 weeks continuous or 12 weeks cumulative sick leave in a 12 month rolling period and any special needs assistant who has 4 weeks continuous or 8 weeks cumulative sick leave in a 12 month rolling period must be referred to the Occupational Health Service.
- From 1 January 2014, any teacher/special needs assistant on sick leave who has 4 weeks continuous or cumulative sick leave absence in a 12 month rolling period must be referred to the Occupational Health Service.

A revised Occupational Health Service Standard Operating Procedures Manual to assist employers in accessing the service is attached to this circular.

The regulations and procedures are to be implemented as above and will supersede all previous circulars, memoranda, rules and regulations in relation to assessment of medical fitness prior to or during the course of employment.

This Circular can be accessed on the Department's website under www.education.ie Home – Education Staff – Information – Occupational Health Strategy.

All queries should initially be brought to the attention of the school management who may wish to consult with their representative organisation, who may further wish to consult with the Department at the following email address: teachersna@education.gov.ie

Dalton Tattan
Teachers/SNAs
Terms and Conditions Division
14 January 2013

Padraig Maloney
Payroll Division

14 January 2013

Occupational Health Service for Teachers and Special Needs Assistants - Standard Operating Procedures Manual for Boards of Management/ETBs