



## Primary Teachers Substitute for a Substitute Form

(claims for the substitute teacher who is present in the school on the date should be made in the normal process on the Online Claims System. This form is to make a claim in respect of the absent substitute)

Incomplete forms will be returned to the School.

**Original Post-Holder (Teacher) who is on Leave Details**

PPS Number \_\_\_\_\_  
Payroll No. \_\_\_\_\_  
First Name \_\_\_\_\_  
Surname \_\_\_\_\_

**School Details**

Roll Number \_\_\_\_\_  
School Name \_\_\_\_\_  
e-mail \_\_\_\_\_  
Phone No. \_\_\_\_\_

Type of Leave Original Post-Holder is on  
\_\_\_\_\_

**Non-Casual Substitute Teacher who is on Leave Details**

PPS Number \_\_\_\_\_  
Payroll No. \_\_\_\_\_  
First Name \_\_\_\_\_  
Surname \_\_\_\_\_

**Employment Details for Non-Casual Substitute**

Start Date of Employment: \_\_\_\_\_  
End Date of Employment: \* \_\_\_\_\_  
Origin of the Post: \_\_\_\_\_

**\*No payment will issue in respect of absences that occur after the End Date of Employment.**

Type of Absence	Date From	Date To	Hours Scheduled to Teach

*(a copy of the approval for substitute cover must be enclosed for any claim in respect of in-service leave for approved courses, this may be obtained from the course provider)*

**Authorised for Payment**

Signature of Data Entry Person on OLCS \_\_\_\_\_

Signature of Approver on OLCS \_\_\_\_\_

**NB: This form should only be completed in respect of payment where a Substitute Teacher who is absent on Leave has an entitlement to salary. (see overleaf for information)**

Once fully completed, this document should be returned to the following address:

Please include the Roll No. on the outside of the envelope  
Primary Teachers Payroll Section,  
Department of Education and Skills,  
Cornamaddy,  
Athlone,  
Co. Westmeath, N37 X659

This form should be used to claim payment for the absence of any non-casual substitute teacher, where they have an entitlement to paid leave in respect of that absence (i.e.) a teacher who has or will work 40 days in a school year), for example where a teacher is substituting for another teacher on maternity leave or on long term sick leave where a return date for the absent teacher has not been defined.

## **Notes for completing the form**

### **Who completes this form?**

The form is completed by the Data Entry Person and the Approver for the Online Claims System in the school.

### **Can this form be used for Casual Substitutes?**

This form cannot be used for casual substitutes.

### **What can this form be used for?**

This form is used to record and issue payment for an absence (through illness or approved type of leave) of a non-casual substitute teacher for the purpose of ensuring that they continue to receive their entitlements while absent.

This form should not be used to claim payment for the substitute who is present on the date in the school.

### **What is a non-casual substitute?**

A teacher (either full-time or part-time) who is employed under a contract which obliges them to work in a school for a period in excess of 40 working days in the school year.

A teacher (either full-time or part-time) who is not employed pursuant to a contract referred to above but who works for a period in excess of 40 days in the school year.

### **What absences are permitted for a non-casual substitute teacher?**

A teacher working as a non-casual substitute, is for the purposes of the Protection of Employees (Fixed Term Work) Act 2003 regarded as a fixed term worker. Under the Act, a fixed term worker is entitled to the same terms and conditions of employment as a comparable permanent employee, unless there is an objective reason for not granting such an entitlement. In addition, where the substitute is employed on a part-time basis such entitlements may be granted on a pro-rata basis.

In general, the termination of the employment relationship, marks the end of any obligation on the part of the employer to a teacher in respect of terms of employment. For example, a teacher's entitlement to paid maternity/adoptive leave shall cease on the expiry of the fixed-term contract and that contract/employment not having been renewed. Where the fixed-term contract is renewed by a succeeding contract, maternity/adoptive leave will continue, as shall the entitlement to pay, up to the limit imposed under the maternity/adoptive leave scheme or the expiry of the succeeding contract, whichever is sooner.

Absence entitlements are governed by the terms of the relevant circular(s) in respect of the taking of such leave and include:

Sick Leave (Certified)

Maternity Leave

Force Majeure Leave

Bereavement Leave

Adoptive Leave

Paternity Leave

In-service leave for approved courses *(a copy of the approval for substitute cover must be enclosed for any claim in respect of in-service leave for approved courses, this may be obtained from the course provider)*