



**Information Note TC 0019/2021**

**To: The Management Authorities of Recognised Primary and Post Primary Schools and the Chief Executives of Education and Training Boards**

**Coronavirus (COVID-19):  
Temporary Substitution arrangements for Special Needs Assistants  
employed in recognised Primary and Post Primary Schools  
- 2021/22 School Year**

**1. Introduction**

- 1.1 This Information Note informs employers of the revised arrangements for the 2021/22 school year in respect of substitute cover for certain SNA absences.
- 1.2 It is recognised that schools will continue to require additional SNA substitute cover in the 2021/22 school year to assist in dealing with the COVID-19 pandemic.
- 1.3 These revised arrangements are a temporary measure for the 2021/22 school year in light of the exceptional circumstances.

**2. Substitute cover for non-substitutable Personal Leave**

- 2.1 Under normal circumstances, substitute cover is not paid by the Department for the following Personal Leave absences:
  - Marriage/Civil Partnership Leave
  - Wedding of Immediate Family/Near Relative/In-Law
  - Witness in Court
  - Legal Separation
  - Exam Leave
- 2.2 However, for the 2021/22 school year, an employer may appoint a substitute SNA paid by the Department/ETB for the Personal Leave absences listed above.
- 2.3 For the avoidance of doubt, this amendment to substitute arrangements does not change an individual SNA's entitlement in respect of such leave.

**3. Recording of Leave**

- 3.1 Employers are reminded that all approved leave must be recorded in a timely manner on the OLCS/relevant ETB system.

#### **4. Circulation of Information Note**

- 4.1 Please ensure this Information Note is circulated to all members of the Board of Management/Education and Training Boards and all SNAs in your employment, including those on leave of absence.
- 4.2 All queries should initially be brought to the attention of the employer who may wish to consult with their representative organisation. Any further queries may be directed to the Department at the following email addresses:
- Queries in relation to leave entitlements: [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie).
  - Queries in relation to the operation of the substitution arrangements: [NTSPayroll@education.gov.ie](mailto:NTSPayroll@education.gov.ie).
- 4.3 This Information Note can be accessed on the Department's website at [www.education.ie](http://www.education.ie).

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**28<sup>th</sup> June, 2021**