



Information Note TC 0003/2022

**To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools and
The Chief Executives of Education and Training Boards**

**COVID-19:
Parental Leave Scheme - Arrangements for remainder of 2021/22 school year
for Teachers and Special Needs Assistants
employed in recognised Primary and Post Primary Schools**

1. Introduction

- 1.1 This Information Note updates employers regarding the current temporary changes to the terms and conditions of the Parental Leave Scheme for teachers and special needs assistants (employees), as provided for in the Department's [Information Note 0001/2022](#).
- 1.2 The Department is aware that specific circumstances continue to exist in relation to child care. On this basis, the current temporary changes to the Parental Leave scheme will remain in place for the remainder of the 2021/22 school year.
- 1.3 These temporary changes to the Parental Leave Scheme are detailed in paragraph 2 of this Information Note.
- 1.4 This Information Note supersedes paragraph 7 of [Information Note 0001/2022](#).
- 1.5 From the 2022/23 school year, the terms and conditions of the Parental Leave Scheme, as published in Department Circulars will apply.

2. Parental Leave Scheme

2.1 Application Procedures

- (a) The Parental Leave Scheme for employees requires the Application Form to be submitted to the employer at least 6 weeks prior to the planned commencement date.
- (b) Employers should, under Section 8(4) of the Parental Leave Act, 1998 waive or reduce the requirement for the 6-week notification for Parental Leave applications, during this temporary period.
- (c) Where this 6-week notification requirement is waived, the deadlines detailed for the employer Confirmation Document referenced in the Parental Leave Scheme and the notification requirement of 4 weeks to the Department/ETB should be adjusted accordingly.

2.2 **Pattern of Parental Leave**

- (a) The Parental Leave Scheme for employees, states where Parental Leave is approved, it must be availed of in blocks of at least one week (i.e. 7 consecutive days including weekends, school closures, days on which employee is not timetabled for attendance) up to a maximum of 26 weeks per child.
- (b) Under the current temporary arrangements, an employer may, having considered the circumstances, approve Parental Leave in blocks of less than one week (i.e. less than 5 working days), or single days, for future applications, where the employee is eligible to apply for Parental Leave.
- (c) Prior to the approval of such a Parental Leave arrangement, the employer and the employee must agree in advance, the pattern of workplace attendance, during this period of temporary change to the Parental Leave Scheme.
- (d) For non-ETB schools, where Parental Leave applications for blocks of less than one week or single days, are approved by the employer, the details of this leave should be recorded on the On Line Claims System (OLCS). An employer can record Parental Leave in separate days on the OLCS as Leave Category 'Family Leave' followed by Leave Sub Category 'Special Pattern of Parental Leave in Exceptional Circumstances'. ETB schools must record this leave on their relevant ETB relevant system.

3. **Circulation of Information Note**

- 3.1 Please ensure that this Information Note is circulated to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all teachers and SNAs in your employment, including those on leave of absence.
- 3.2 This Information Note can be accessed on the Department's website at gov.ie.

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24th February, 2022