



**Circular 0050/2014**

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

**Revised Arrangements for the Provision of Substitute Cover for Registered Teachers employed in Post –Primary Schools**

**Introduction**

1. I am directed by the Minister for Education and Skills to inform you that revised arrangements are being introduced for the 2014/15 school year for the provision of substitute cover for teacher absences arising from official school business in post primary schools. The purpose of this Circular is to notify Boards of Management, Principals and Teachers of the changes to the arrangements. This Circular replaces Circulars 49/2010 and 43/2009.

**Allocation of Hours**

- 2.1 Each post-primary school will be provided with a defined number of hours of substitution to provide cover for teacher absences arising from official school business. This will be calculated on the basis of the number of pupils in a school with a minimum number of available hours for all schools with less than 100 pupils. In the 2014/15 school year 0.22 hours substitution cover will be allocated for each pupil in a school as per the school's recognised enrolment on the 30<sup>th</sup> September 2013. Examples are an allocation of 44 hours for a 200 pupil school and 88 hours for a 400 pupil school.
- 2.2 The allocation of substitution hours will continue to be issued by the Teacher Allocation Section prior to the commencement of the new school year. It will be issued in an amended staffing allocation schedule and shall be titled "substitution".
- 2.3 The claims for substitution for official school business should be made from the part-time hours allocation on the online Claim System
- 2.4 Allocations to ETBs will be provided in the normal way and calculated on the basis outlined in Para. 2.1.

### **Substitution Cover for Other Absences**

3. The existing arrangements for substitute cover for other absences of teachers from teaching duty will continue to apply. In particular, it should be noted that all self-certified sick leave absences are now covered by the revised Supervision and Substitution scheme (as set out in [Circular 0006/2014](#)) under the terms of the Haddington Road Agreement.

### **Circulation**

4. Please ensure that copies of this Circular are provided to the Board of Management and its contents are brought to the attention of all teachers in your employment including those on leave of absence.
5. This Circular can be accessed on the Department's website under <http://www.education.ie>.

Padraig Maloney  
Payroll Division  
June 2014