

To the Managerial Authorities of Primary, Secondary and Community/Comprehensive Schools.

Recording of Absences for the day of Public Service Strike (Tuesday 24th November, 2009) on the On Line Claim System.

I am directed by the Minister for Education and Science to advise the management authorities of Primary, Secondary, Community and Comprehensive Schools of the arrangements in relation to the recording of absences on the On Line Claim System in respect of the 24th November, 2009.

On the On Line Claim System under school business category there is an absence type titled “strike in school”. This absence type should be used to input absences on the OLCS in respect of all teaching and non teaching staff absent from duty on the 24th November who are paid through Department payrolls. It should be noted that the absence type “strike in school” is an unpaid absence. An unpaid absence results in a deduction in pay from the person in respect of whom the absence is recorded.

The absence “strike in school” should be input for the following categories of staff

- * teachers including job sharers who are not undertaking teaching duties within the school in which they are employed on the 24th November,
- * special needs assistants not undertaking duties specified in their contracts within the school in which they are employed on that day,
- * caretakers and clerical officers employed under the 1978/79 scheme and paid on Department payroll who are not undertaking duties within the school in which they are employed on that day,
- * principals and deputy principals who are not undertaking their specified duties within the school in which they are employed on that day.

The only exceptions where other absence types may be recorded for that day are

- * Staff on paid maternity/adoptive leave and leave in lieu of maternity/adoptive leave
- * Staff on certified sick leave before or after the 24th November and in respect of whom a medical certificate has been obtained

It should be noted that the following absences are not allowed for the 24th November

- Absences on uncertified sick leave
- Absences on EPV leave
- Absences on release time

Teaching and non teaching staff who are not members of unions and who do not intend to participate in the public service strike should notify the managerial authority of their school in writing in advance of the 24th November of their availability to undertake normal work duties on that day. This documentation should be retained by the managerial authority of the school.

The managerial authorities should note that the Department monitors absences recorded on the OLCS and may request individual schools to submit documentation regarding the attendance/non attendance of teaching and non teaching staff on the day of the public service strike.

The absences should be inputted on the OLCS by the 8th December in the case of primary schools and 11th December for the secondary and community comprehensive schools.

P. Maloney,
Payroll Division.
November 2009.