Subject:

SUBSTITUTE COVER FOR TEACHERS ABSENT ON UNION BUSINESS

Circular Number:

1991/1

Date of Issue:

9 January 1991

Audience:

- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Boards of Governors and Principals of Grant-Aided Schools

Governors' Awareness :
Essential

Summary of Contents:

This Circular states the level of substitute cover which may be provided for teachers in recognised teachers' organisations who are absent from school on union business.

These arrangements replace the provisions in Circular 1988/40 insofar as substitute cover for teachers absent on union business is concerned.

Status of Contents:
Action by Boards of Governors and Employing Authorities.

Information for Principals, Vice-principals and Teachers.

Related Documents:
Not Applicable

Expiry Date:
Not applicable

Enquiries:

Any enquiries about the contents of this Circular should be addressed to the relevant employing authority.

DENI Website:
http://www.deni.gov.uk

SUBSTITUTE COVER FOR TEACHERS ABSENT ON UNION BUSINESS

1. The Teachers' Salaries and Conditions of Service Committee (Schools) has reached agreement on the level of substitute cover which may be provided for teachers in recognised teachers' organisations who are absent from school on union business.

2. Under the agreement the three largest teachers' organisations in the province - the National Association of Schoolmasters/Union of Women Teachers (NAS/UWT), the Irish National Teachers' Organisation (INTO), and the Ulster Teachers' Union (UTU) - will each be allocated an annual substitute cover allowance equivalent to 400 school days. The other two recognised teachers' organisations - the Association of Masters and Mistresses (AMMA) and the National Association of Head Teachers (NAHT) - will each be allocated an annual substitute cover allowance equivalent to 130 days.

3. Normally the minimum period for which a substitute teacher can be engaged is one day but for the purposes of these arrangements the minimum period will be a half-day.

4. It has been further agreed that the arrangements will be piloted during the period 1 January 1991 to 31 March 1991. For this period the number of substitute cover days available to NAS/UWT, INTO and UTU will be 130. For AMMA and NAHT it will be 39.

5. Under the pilot exercise the procedure to be followed in cases where a teacher is seeking leave of absence for trade union business will be as follows:-

1. The teacher will apply for leave of absence from his employing authority stating the date of the intended absence and the nature of the union business. An application form will be provided for this purpose.

2. Where approval is given and a substitute teacher is employed the principal will complete the form at 5.1 above giving details of the substitute teacher and the extent of the cover provided.

3. A copy of the form should be forwarded by the principal to:-

a. the appropriate Education and Library Board in the case of controlled schools;

b. the Council for Catholic Maintained Schools (CCMS) in the case of

Catholic maintained schools;

c. the appropriate teachers' organisation in the case of voluntary grammar schools, maintained schools other than at b. above, and grant-maintained integrated schools.

4. The CCMS will forward copies of forms from Catholic maintained schools to the appropriate Education and Library Board.

5. At the end of each month the Education and Library Boards and CCMS should forward copies of the forms received from controlled and Catholic maintained schools respectively to the appropriate teachers' organisations.

6. The names of teachers absent on union business, the names of their unions and the substitute cover provided in connection with such absences should be clearly identified on the monthly return for permanent full-time teachers and the monthly return for temporary teachers - Form TR 140.

6. All the recognised teachers' organisations have provided the names and the schools of their members to whom these arrangements will apply during the period of the pilot exercise. These details have been forwarded to the appropriate school authorities.

7. The arrangements will be reviewed in light of experience of the pilot exercise and if they are successful they will continue when Local Management of Schools (LMS) is introduced on 1 April 1991. Under LMS the cost of substitute cover for teachers absent on union business in accordance with such arrangements will be an "excepted item" and not a charge on school budgets.

8. Any enquiries about these arrangements should be addressed to the appropriate Education and Library Board in the case of controlled schools, to the CCMS in the case of Catholic maintained schools, and to the Association of Governing Bodies of Grammar Schools in the case of voluntary grammar schools. In the case of other schools enquiries should be addressed to the Department.

9. These arrangements replace the provisions in Circular 1988/40 insofar as substitute cover for teachers absent on union business is concerned.

S M WHITTEN