

Financial Guideline P20- 2021/2022

Circular 36/2022: Revision of Salaries and Annual Leave arrangements for School Secretaries

Introduction:

Following the acceptance by Forsa of the Workplace Relations Commission (WRC) agreement in respect of salaries and various leave entitlements for grant funded school secretaries, a process is required to collate information from each person employed as a school secretary to ensure that they are assigned the correct point on the incremental pay scale and also receive the correct allocation of leave entitlements referred to in the agreement, pro rata as appropriate.

However, given the current timeframe secretaries who usually apply for Jobseeker's benefit should do so for the remainder of 2022.

Phase 1: Optional Transition Phase – To be completed by September 2022

All school secretaries may choose one of the following options:

a) remain on their current terms and conditions, including salary arrangements and the facility to seek appropriate supports from the Department of Social Protection during periods of layoff.

or

b) accept the full package of revised salary, terms and conditions but continue to be paid for weeks worked and have the facility to seek appropriate supports from the Department of Social Protection during periods of layoff.

or

c) accept the full package of revised salary, terms and conditions and have that salary 'annualised' across 52 weeks, thereby removing the facility to seek jobseekers benefit during school holidays (such staff will have the equivalent value of jobseeker's benefit paid through their salary).

Step 1: identify the pay rate and annual leave that would apply should a secretary choose to move to a) or b) outlined above (See 'Selecting the point on the scale' and 'Calculating Annual Leave' below).

Step 2: Indicate the new terms and conditions to the secretary. Should the secretary choose to move to the new terms then the new pay rate should be applied by the school from 1 September 2022.

Step 3: Complete the forms to record the changes in Appendix 1. The school and the secretary should retain these forms. As employer, the board of management should be informed of any changes, and this should be included in the board minutes.

Phase 2: The Department of Education will issue further detail in relation to the following as soon as possible:

- Verification of Phase 1
- Calculation of back pay to the agreed effective date of 1 September 2021 and how to fund schools for this
- How to best implement the optional additional increments to secretaries who are currently laid off for periods and as a result apply to the Department of Social Protection for payment of benefits but who wish to have the value of such benefits included in their pay over a 52-week period.

Note:

All secretaries will ultimately receive their salary through a centralised payroll administered by the Department of Education. The timeline for the implementation of this system will be advised in the coming months.

Until this date, secretaries will continue to be paid directly by their employer including the new pay rate identified.

Secretaries recruited in the future must be employed by boards of management on the new terms and conditions, including the 52-week payment approach.

Decisions on the approach to current grant aid funding will also be considered by the Department.

Selecting the point on the scale:

1. **School Secretary Pay Scale** (Future changes to the pay scale will be communicated to schools at the appropriate time).

Scale Point	Gross salary	Hourly rate
1	€ 25,102	€13
2	€ 26,718	€13.84
3	€ 27,116	€14.04
4	€ 27,925	€14.46
5	€ 29,103	€15.07
6	€ 30,285	€15.68
7	€ 31,469	€16.30
8	€ 32,326	€16.74
9	€ 33,299	€17.24
10	€ 34,426	€17.83
11	€ 35,226	€18.24
12	€ 36,345	€18.82
13	€ 37,469	€19.40
14	€ 39,587	€20.50
15	€39,587	€20.50
* Long Service Increment	€ 41,090	€21.28

*After 3 years satisfactory service at the maximum

2. Secretaries will be assigned the next point on the scale based on their pay as of September 2021. An increment will be applied each school year and progress one point up the scale
3. Secretaries with 10 – 19 years existing service will be placed on Point 5 of the scale (€15.07) unless already earning over that amount where 2. above will apply
4. Secretaries with over 20 years existing service will be placed on Point 7 of the scale (€16.30) unless already earning over that amount where 2. above will apply.

Please see worked examples below.

Where a secretary currently has their annual leave entitlement included as a part of their pay, a particular process must be followed to determine their hourly rate of pay exclusive of annual leave. A worked example for calculating an hourly rate minus rolled up holiday pay is set out Example 6 below.

Example 1: A secretary currently on €13 per hour and with 3 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to the next point in the scale (€13.84)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€13.00	3	€13.84

Example 2: A secretary currently on €13 per hour and with 12 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to point 5 of the scale (€15.07)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€13.00	12	€15.07

Example 3: A secretary currently on €14 per hour and with 21 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to point 7 of the scale (€16.30)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€14.00	21	€16.30

Example 4: A secretary currently on €18 per hour and with 3 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to point 11 of the scale (€18.24)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€18.00	3	€18.24

Example 5: A secretary currently on €18 per hour and with 21 years' service. The secretary has decided not to avail of the new pay agreement and therefore stays on their current hourly rate

Current rate of pay	Current service	New rate of pay when moved to the new pay scale is not applicable
€18	21	€18

Example 6: A secretary currently on €15 per hour which **includes** rolled up holiday pay

Current rate of pay	Calculate 8% of the current rate	Take the 8% calculation off the current hourly rate	New rate of pay
€15.00	€1.20	€13.80	€13.80

This secretary would then be assimilated onto the new pay scale as set out in the above examples. It is important to note that while the hourly rate will decrease slightly, the secretary will now be in receipt of paid annual leave days, so overall there is no loss.

Calculating Annual Leave

Annual leave for a fulltime secretary is 22 days per year. As provided for in section 19 of the Organisation of Working Time Act 1997, part-time staff will have their total inclusive annual leave allowance calculated on a pro-rata basis. The leave provision should equate to a further 4.2 weeks of normal pay.

Please see examples below:

The relevant section of the [Organisation of Working Time Act, 1997 is section 19](#). Subsection 5 of Section 19 states that “(5) An employee shall, for the purposes of subsection (1), be regarded as having worked on a day of annual leave the hours he or she would have worked on that day had it not been a day of annual leave.”

On the basis that the annual leave allowance for 1 WTE* is 4.4 weeks (4 weeks of 5 days each=20 days, plus 2 days, or 0.4 of a 5-day week, = 22 days), examples of common work-sharing patterns are as follows:

*WTE – The whole time equivalent working week of a Grade III Clerical Officer is 37 hours per week. [Click here for a template to work out the WTE.](#)

WTE	Examples of work-sharing pattern	Calculation	Annual leave entitlement	Annual leave entitlement expressed in terms of work-sharing pattern
0.5	Mornings only / 2.5 days per week	$4.4 \times 0.5 = 2.2$ weeks	11 days	22 mornings
0.5	2.5 days per week	$4.4 \times 0.5 = 2.2$ weeks	11 days	4 weeks of '2.5 days per week' and 1 full day or 2 x 0.5 days
0.6	3 days per week	$4.4 \times 0.6 = 2.64$ weeks	13.5 days	4 working weeks and 1.5 days
0.7	3.5 days per week	$4.4 \times 0.7 = 3.08$ weeks	15 days	4 working weeks and 1 day
0.8	4 days per week	$4.4 \times 0.8 = 3.52$ weeks	17.5 days	4 working weeks and 1.5 days
0.9	4.5 days per week	$4.4 \times 0.9 = 3.96$ weeks	20 days	4 working weeks and 2 days

Secretaries who work reduced hours daily but work the full 5 days a week of the working week will receive their allowance as days, with the value of the days themselves being *pro-rata*. (e.g., a secretary who works 5 hours, 5 days of the week, would receive 4.4 weeks annual leave, but the value of each day's annual leave is 5 hours, being the length of the normal working day).

When calculating the correct holiday entitlement, the school should include all the hours worked, including time spent on annual leave, maternity leave, parental leave, force majeure leave, adoptive leave or the first 13 weeks of carer's leave or any other statutory leave.

Annual leave should be taken outside of the times when the school would normally be operational (i.e., during Christmas / Easter / summer breaks and mid-terms).

Public holiday entitlements are in line with the *Organisation of Working Time Act 1997*.

Where a secretary is laid off, annual leave entitlement should be reduced for this period by the annual leave amount multiplied by the number of weeks laid off (excluding any annual leave) divided by 52.18 weeks per year.

WTE	Examples of work-sharing pattern	Calculation	Annual leave entitlement	Annual leave entitlement expressed in terms of worksharing pattern	Laid off	Reduce annual leave by #weeks laid off /52.18	Adjusted leave
0.5	Mornings only / 2.5 days per week	4.4 x 0.5=2.2 weeks	11 days	22 mornings	6 weeks	22 x6/52.18 =2.53 mornings	19.47 mornings
0.5	2.5 days per week	4.4 x 0.5=2.2 weeks	11 days	4 weeks of '2.5 days per week' and 1 full day or 2 x 0.5 days	4 weeks	11x4/52.18 =.84 days	4 weeks of '2.5 days per week' and .2 days
0.6	3 days per week	4.4 x 0.6 =2.64 weeks	13.5 days	4 working weeks and 1.5 days	5 weeks	13.5 x 5/52.18 =1.3	4 weeks and .2 days

Revised Sick leave entitlements

Sick leave will be paid for up to 3 days in 2022/2023 school year. This will then increase to 5 days in 2023/2024, 7 days in 2024/2025 and 10 days per school year from 2025 onwards.

Revised Maternity leave entitlements

Maternity leave will mirror the statutory benefit of 26 weeks but will include a 'top up' of the statutory maternity benefit to 100% of wages, subject to a ceiling of €150 a week from employers (i.e., €150 in addition to the statutory benefit).

Circular

Circular 36/2022: Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised primary and post primary schools can be found [here](#).

Queries

Any queries on the circular should be directed to secretary_circular@education.gov.ie

Financial Support Services Unit
June 2022

Appendix 1

Form for School to complete
(Please retain a copy in school and provide a copy to secretary)

1. School Name:
2. School Roll Number:
3. Please complete the following in respect of each secretary in your school:

Name:

PPSN:

Employed since (insert date):

Number of years' service as a school secretary:

Hourly pay rate at September 2021:

Does this rate include 8% Rolled up pay in lieu of leave?

Existing Leave Provided to Secretary:

- a) Annual leave:
- b) Paid sick leave:
- c) Unpaid sick leave:
- d) Other leave:

New hourly pay rate identified under section 4 if moving to new terms

Annual leave entitlement identified under Section 5 if moving to new terms

Name:

Signature:

Date:

Form for secretary

I _____ confirm that I have been provided with a copy of the Circular and given an opportunity to consider the terms and conditions presented.

I further confirm that I have been provided with a copy of the form completed by the school at Appendix 4 of Circular 36/2022 and am satisfied that it is an accurate reflection of the terms and conditions of my current employment.

Having had the opportunity to consider the terms and conditions offered under the WRC agreement, I am choosing (tick your chosen option below):

1. to remain on my current terms and conditions

2. to accept the full package of revised salary, terms and conditions

Name:

Signature:

Date:

Treoir Airgeadais P20- 2021/2022

Ciorclán 36/2022: Athbhreithniú ar Thuarastail agus ar Shocruithe Saoire Bliantúla do Rúnaithe Scoile

1. Réamhrá:

Tar éis do Forsa glacadh le comhaontú an Choimisiúin um Chaidreamh san Áit Oibre (WRC) maidir le tuarastail agus teidlíochtaí saoire éagsúla do rúnaithe scoile deontas-mhaoinithe, ceanglaítear próiseas chun faisnéis a thiomnú ó gach duine atá fostaithe mar rúnaí scoile chun a chinntiú go sanntar an pointe ceart dóibh ar an scála pá incriminteach agus go bhfaigheann siad leithdháileadh ceart na dteidlíochtaí saoire dá dtagraítear sa chomhaontú, pro rata de réir mar is cuí.

Mar sin féin, i bhfianaise na tréimhse ama reatha, ba cheart do rúnaithe a dhéanann iarratas ar shochar Cuardaitheora Poist de ghnáth é sin a dhéanamh don chuid eile de 2022.

Céim 1: Idirthréimhse Roghnach – Le críochnú faoi Mheán Fómhair 2022

Féadfaidh **gach** rúnaí scoile ceann de na roghanna seo a leanas a roghnú:

- d) fanacht ar a dtéarmaí agus coinníollacha reatha, lena n-áirítear socruithe tuarastail agus an áis chun tacaíochtaí cuí a lorg ón Roinn Coimirce Sóisialaí le linn tréimhsí ina bhfuil siad leagtha as foirne.

nó

- e) glacadh leis an bpacáiste iomlán de thuarastal, téarmaí agus coinníollacha athbhreithnithe ach leantar le híoc ar feadh seachtainí a oibrítear agus an áis a bheith acu chun tacaíochtaí cuí a lorg ón Roinn Coimirce Sóisialaí le linn tréimhsí ina bhfuil siad leagtha as foirne.

nó

- f) glacadh leis an bpacáiste iomlán de thuarastal, téarmaí agus coinníollacha athbhreithnithe agus an tuarastal sin a bheith 'bliantúlaithe' thar 52 seachtain, agus ar an gcaoi sin deireadh a chur leis an tsaoráid chun sochar cuardaitheora poist a lorg le linn laethanta saoire scoile (beidh luach coibhéiseach an tsochair cuardaitheora poist íoctha ag an bhfoireann sin trína dtuarastal).

Céim 1: an ráta pá agus an tsaoire bhliantúil a bheadh i bhfeidhm a aithint má roghnaíonn rúnaí bogadh go a) nó b) atá leagtha amach thuas (Féach 'An pointe ar an scála a roghnú' agus 'Saoire Bhliantúil a Ríomh' thíos)

Céim 2: Léirigh na téarmaí agus coinníollacha nua don rúnaí. Má roghnaíonn an rúnaí bogadh go dtí na téarmaí nua, ba cheart don scoil an ráta pá nua a chur i bhfeidhm ón 1 Meán Fómhair 2022.

Céim 3: Comhlánaigh na foirmeacha chun na hathruithe in **Aguisín 1 a thaifeadadh**. Ba chóir don scoil agus don rúnaí na foirmeacha seo a choinneáil. Mar fhostóir, ba cheart an bord bainistíochta a chur ar an eolas faoi aon athruithe, agus ba chóir é seo a chur san áireamh i miontuairiscí an bhoird.

Céim 2: Eiseoidh an Roinn Oideachais tuilleadh sonraí maidir leis na nithe seo a leanas a luaithis féidir:

- Fíorú ar Céim 1
- Iarphá a ríomh go dtí an dáta comhaontaithe éifeachtach, 1 Meán Fómhair 2021, agus conas scoileanna a mhaoiniú le haghaidh seo
- Conas is fearr na hincrimintí roghnacha breise a chur i bhfeidhm do rúnaithe atá leagtha as oifig faoi láthair ar feadh tréimhsí agus mar thoradh air sin déan iarratas chuig an Roinn Coimirce Sóisialaí ar íocaíocht sochar ach ar mian leo luach na sochar sin a chur san áireamh ina bpá thar thréimhse 52 seachtaine.

Tabhair do d'aire:

Gheobhaidh gach rúnaí a dtuarastal sa deireadh trí phárolla láraithe atá á riar ag an Roinn Oideachais. Cuirfear comhairle ar an amlíne chun an córas seo a chur i bhfeidhm sna míonna amach romhainn.

Go dtí an dáta seo, leanfaidh a bhfostóir de bheith ag íoc le rúnaithe go díreach, lena n-áirítear an ráta pá nua a saináithníodh.

Ní mór do rúnaithe a earcófar amach anseo a bheith fostaithe ag boird bhainistíochta ar na téarmaí agus coinníollacha nua, lena n-áirítear an cur chuige íocaíochta 52 seachtaine.

Déanfaidh an Roinn breithniú freisin ar chinntí maidir leis an gcur chuige i leith maoiniú reatha cúnaimh deontais.

Ag roghnú an phointe ar an scála:

5. **Scála Pá Rúnaí Scoile** (Cuirfear athruithe amach anseo ar an scála pá in iúl do scoileanna ag an am cuí).

Pointe sa Scála	Olltuarastal	Ráta in aghaidh na huair
1	€ 25,102	€13
2	€ 26,718	€13.84
3	€ 27,116	€14.04
4	€ 27,925	€14.46
5	€ 29,103	€15.07
6	€ 30,285	€15.68
7	€ 31,469	€16.30
8	€ 32,326	€16.74

9	€ 33,299	€17.24
10	€ 34,426	€17.83
11	€ 35,226	€18.24
12	€ 36,345	€18.82
13	€ 37,469	€19.40
14	€ 39,587	€20.50
15	€39,587	€20.50
* Incrimint ar Sheirbhís Fada	€ 41,090	€21.28

*Tar éis 3 bliana seirbhíse sásúla ag an uasmhéid

6. Sannfar an chéad pointe eile ar an scála do rúnaithe bunaithe ar a bpá ó Mheán Fómhair 2021 ann. Cuirfear incrimint i bhfeidhm gach scoilbhliain agus cuirfear pointe amháin suas an scála de réir a chéile é
7. Cuirfear rúnaithe a bhfuil 10 – 19 mbliana de sheirbhís acu ar Phointe 5 den scála (€15.07) mura dtuillfeann siad an méid sin cheana féin ina mbeidh cás 2. thuas i gceist
8. Cuirfear rúnaithe a bhfuil breis agus 20 bliain seirbhíse acu ar Phointe 7 den scála (€16.30) mura dtuillfeann siad an méid sin cheana féin ina mbeidh gcás 2. thuas i bhfeidhm

Féach na samplaí treoraithe thíos.

Sa chás go bhfuil a dteidlíocht saoire bliantúla san áireamh mar chuid dá bpá ag rúnaí faoi láthair, ní mór próiseas ar leith a leanúint chun a ráta pá in aghaidh na huairé a chinneadh, gan saoire bhliantúil a áireamh. Tá sampla treoraithe chun ráta in aghaidh na huairé a ríomh, gan pá saoire cuachta, leagtha amach i Sampla 6 thíos.

Sampla 1: Rúnaí atá ar €13 in aghaidh na huairé faoi láthair agus le 3 bliana seirbhíse. Tá cinneadh déanta ag an rúnaí leas a bhaint as an gcomhaontú pá nua agus dá bhrí sin bogann sé go dtí an chéad pointe eile ar an scála (€13.84)

Ráta pá reatha	Seirbhís reatha	Ráta pá nua nuair a aistrítear go dtí an scála pá nua é
€13.00	3	€13.84

Sampla 2: Rúnaí atá ar €13 in aghaidh na huairé faoi láthair agus le 12 bhliain seirbhíse. Tá cinneadh déanta ag an rúnaí leas a bhaint as an gcomhaontú pá nua agus dá bhrí sin bogann sé go pointe 5 den scála (€15.07)

Ráta pá reatha	Seirbhís reatha	Ráta pá nua nuair a aistrítear go dtí an scála pá nua é
€13.00	12	€15.07

Sampla 3: Rúnaí atá ar €14 in aghaidh na huairé faoi láthair agus le 21 bliain seirbhíse. Tá cinneadh déanta ag an rúnaí leas a bhaint as an gcomhaontú pá nua agus dá bhrí sin bogann sé go pointe 7 den scála (€16.30)

Ráta pá reatha	Seirbhís reatha	Ráta pá nua nuair a aistrítear go dtí an scála pá nua é
€14.00	21	€16.30

Sampla 4: Rúnaí atá ar €18 in aghaidh na huaire faoi láthair agus le 3 bliana seirbhíse. Tá cinneadh déanta ag an rúnaí leas a bhaint as an gcomhaontú pá nua agus dá bhrí sin bogann sé go pointe 11 den scála (€18.24)

Ráta pá reatha	Seirbhís reatha	Ráta pá nua nuair a aistrítear go dtí an scála pá nua é
€18.00	3	€18.24

Sampla 5: Rúnaí atá ar €18 in aghaidh na huaire faoi láthair agus le 21 bliain seirbhíse. Tá cinneadh déanta ag an rúnaí gan leas a bhaint as an gcomhaontú pá nua agus dá bhrí sin fanann sé ar a ráta reatha in aghaidh na huaire

Ráta pá reatha	Seirbhís reatha	Níl an ráta nua pá infheidhme nuair a aistrítear chuig an scála pá nua é
€18	21	€18

Sampla 6: Rúnaí atá ar €15 in aghaidh na huaire faoi láthair lena n-áirítear pá saoire cuachta

Ráta pá reatha	Ríomh 8% den ráta reatha	Tóg ríomh 8% as an ráta reatha in aghaidh na huaire	An ráta pá nua
€15.00	€1.20	€13.80	€13.80

Dhéanfaí an rúnaí seo a chomhshamhlú ansin ar an scála pá nua mar atá leagtha amach sna samplaí thuas. Tá sé tábhachtach a thabhairt faoi deara, cé go dtiocfaidh laghdú beag ar an ráta in aghaidh na huaire, beidh an rúnaí ag fáil laethanta saoire bliantúla le pá anois agus mar sin, níl aon chaillteanas ar an iomlán.

Saoire Bhliantúil a Ríomh

Is é an tsaoire bhliantúil do rúnaí lánaimseartha ná 22 lá in aghaidh na bliana. Mar a fhoráiltear in alt 19 den Acht um Eagrú Ama Oibre 1997, déanfar a liúntas iomlán uilechuimsitheach saoire bliantúla a ríomh ar bhonn pro rata. Ba chóir gurb ionann an soláthar saoire agus 4.2 seachtain eile de ghnáthphá.

Féach na samplaí thíos:

Is é alt 19 an [t-alt ábhartha den Acht um Eagrú Ama Oibre, 1997](#). Luaitear i bhfo-alt 5 d'Alt 19 "(5) Measfar, chun críocha fho-alt (1), fostaí a bheith ag obair lá saoire bliantúla na huaire an chloig a d'oibreodh sé nó sí an lá sin mura lá saoire bliantúla é."

Ar an mbonn gurb é 4.4 seachtain an liúntas saoire bliantúil do 1 WTE* (4 seachtaine de 5 lá an ceann= 20 lá, móide 2 lá, nó 0.4 de sheachtain 5 lá, = 22 lá), Is iad seo a leanas samplaí de phatrúin chomhroinnte oibre:

***WTE** – Is í an tseachtain oibre lánaimseartha atá ag Oifigeach Cléireachais Grád III ná 37 uair an chloig sa tseachtain. [Clliceáil anseo le haghaidh teimpléad chun an WTEa oibriú amach.](#)

Coibhéis Lánaimseartha (WTE)	Samplaí de phatrún comhroinnte oibre	Ríomh	Teidlíocht um shaoire bhliantúil	Teidlíocht saoire bhliantúil arna léiriú i dtéarmaí patrún comhroinnte oibre
0.5	Maidineacha amháin / 2.5 lá sa tseachtain	$4.4 \times 0.5 = 2.2$ seachtain	11 Lá	22 maidin
0.5	2.5 lá in aghaidh na seachtaine	$4.4 \times 0.5 = 2.2$ seachtain	11 Lá	4 seachtaine de '2.5 lá in aghaidh na seachtaine' agus lá iomlán amháin nó 2 x 0.5 lá
0.6	3 lá in aghaidh na seachtaine	$4.4 \times 0.6 = 2.64$ seachtain	13.5 Lá	4 seachtaine oibre agus 1.5 lá
0.7	3.5 lá in aghaidh na seachtaine	$4.4 \times 0.7 = 3.08$ seachtain	15 Lá	4 seachtaine oibre agus 1 lá
0.8	4 lá in aghaidh na seachtaine	$4.4 \times 0.8 = 3.52$ seachtain	17.5 lá	4 seachtaine oibre agus 1.5 lá
0.9	4.5 lá in aghaidh na seachtaine	$4.4 \times 0.9 = 3.96$ seachtain	20 lá	4 seachtaine oibre agus 2 lá

Gheobhaidh rúnaithe a oibríonn uaireanta laghdaithe gach lá ach a oibríonn an 5 lá iomlán sa tseachtain den tseachtain oibre a liúntas mar laethanta, agus luach na laethanta féin *pro-rata*. (m.sh., rúnaí a oibríonn 5 uair an chloig, 5 lá den tseachtain, gheobhadh sé saoire bhliantúil 4.4 seachtaine, ach is é luach shaoire bhliantúil gach lae ná 5 uair an chloig, arb é fad an ghnáthlae oibre é).

Agus an teidlíocht saoire cheart á ríomh, ba cheart go n-áireofaí sa scoil na huaireanta go léir a oibrítear, lena n-áirítear an t-am a chaitear ar shaoire bhliantúil, saoire mháithreachais, saoire do thuismitheoirí, saoire force majeure, saoire uchtaíoch nó an chéad 13 seachtaine de shaoire chúramóra nó aon saoire reachtúil eile.

Ba chóir saoire bhliantúil a thógáil lasmuigh de na hamanna ina mbeadh an scoil ag feidhmiú de ghnáth (i.e., le linn sosanna na Nollag / na Cásca / an tsamhraidh agus lár téarmaí).

Tá teidlíochtaí saoire poiblí ag teacht leis an Acht um Eagrú Ama Oibre 1997.

Sa chás go leagtar rúnaí as saoire bhliantúil ba cheart teidlíocht saoire bliantúla a laghdú don tréimhse seo faoi mhéid na saoire bliantúla arna iolrú faoi líon na seachtainí a bhfuil siad leagadh as (gan aon saoire bhliantúil san áireamh) roinnte ar 52.18 seachtain in aghaidh na bliana.

Coibhéis Lánaimseartha (WTE)	Samplaí de phatrún comhroinnte oibre	Ríomh	Teidlíocht um shaoire bhliantúil	Teidlíocht saoire bhliantúil arna léiriú i dtéarmaí patrún comhroinnte oibre	Leagtha as	Saoire bhliantúil a laghdú faoin méid seachtainí a leagtar amach /52.18	Saoire choigeartaíthe
0.5	Maidineacha amháin / 2.5 lá sa tseachtain	4.4 x 0.5=2.2 seachtain	11 Lá	22 maidin	6 seachtaine	22 x6/52.18 =2.53 maidin	19.47 maidin
0.5	2.5 lá in aghaidh na seachtaine	4.4 x 0.5=2.2 seachtain	11 Lá	4 seachtaine de '2.5 lá in aghaidh na seachtaine' agus lá iomlán amháin nó 2 x 0.5 lá	4 Seachtaine	11x4/52.18 =.84 lá	4 seachtaine de '2.5 lá sa tseachtain' agus .2 lá
0.6	3 lá in aghaidh na seachtaine	4.4 x 0.6 =2.64 seachtain	13.5 Lá	4 seachtaine oibre agus 1.5 lá	5 Seachtaine	13.5 x 5/52.18 =1.3	4 seachtaine agus .2 lá

Teidlíochtaí Athbhreithnithe um Shaoire Bhreiteachta

Íocfar saoire bhreiteachta ar feadh suas le 3 lá sa scoilbhliain 2022/2023. Ansin méadóidh sé seo go 5 lá in 2023/2024, 7 lá in 2024/2025 agus 10 lá in aghaidh na scoilbhliana ó 2025 ar aghaidh.

Teidlíochtaí Athbhreithnithe um Shaoire Mháithreachais

Beidh saoire mháithreachais mar léiriú ar an sochar reachtúil 26 seachtaine ach áireofar leis 'breisiú' den sochar máithreachais reachtúil go 100% den phá, faoi réir uasteorainn €150 sa tseachtain ó fhostóirí (i.e., €150 sa bhreis ar an sochar reachtúil).

Ciorclán

Ciorclán 36/2022: Is féidir athbhreithniú ar thuarastail agus ar shocruithe Saoire Bliantúla do Rúnaithe Scoile atá fostaithe i mbunscoileanna agus in iar-bhunscoileanna aitheanta a fháil [anseo](#).

Fiosruithe

Ba chóir aon cheisteanna faoin gCiorclán a chur chuig secretary_circular@education.gov.ie

An tAonad um Sheirbhísí Tacaíochta Airgeadais

14 Meitheamh 2022

Aguisín 1

**Foirm le comhlánú ag an Scoil
(Coinnigh cóip ar scoil agus tabhair cóip don rúnaí)**

- 4. Ainm na scoile:**
- 5. Uimhir Rolla na Scoile:**
- 6. Comhlánaigh na nithe seo a leanas maidir le gach rúnaí i do scoil le do thoil:**

Ainm:

Uimhir PSP:

Fostaithe ó (cuir isteach an dáta):

Líon na mblianta seirbhíse mar rúnaí scoile:

Ráta pá in aghaidh na huaire ag Meán Fómhair 2021:

An gcuimsíonn an ráta seo pá cuachta 8% in ionad saoire?

Saoire Reatha Curtha ar Fáil don Rúnaí:

- e) Saoire Bhliantúil:**
- f) Saoire bhreiteachta íoctha:**
- g) Saoire bhreiteachta gan phá:**
- h) Saoire eile:**

Ráta pá nua in aghaidh na huaire aitheanta faoi alt 4 má aistrítear go téarmaí nua

Teidlíocht saoire bliantúla aitheanta faoi Alt 5 má aistrítear go téarmaí nua

Ainm:

Síniú:

Dáta:

Foirm don rúnaí

Deimhním _____ go bhfuil cóip den Chiorclán curtha ar fáil dom agus go bhfuil deis agam na téarmaí agus na coinníollacha a chuirtear i láthair a bhreithniú.

Deimhním freisin gur cuireadh cóip den fhoirm atá comhlánaithe ag an scoil ar fáil dom in Aguisín 4 de Chiorclán 36/2022 agus táim sásta gur léiriú cruinn é ar théarmaí agus ar choinníollacha m'fhostaíochta reatha.

Tar éis an deis a bheith agam na téarmaí agus na coinníollacha a thairgtear faoi chomhaontú an CCÁO a mheas, táim ag roghnú (cuir tic leis an rogha atá roghnaithe agat thíos):

3. fanacht ar mo théarmaí agus coinníollacha reatha

4. glacadh leis an bpacáiste iomlán de thuarastal, téarmaí agus coinníollacha athbhreithnithe

Ainm:

Síniú:

Dáta: