

## **Department of Education Guidance on Pay Arrangements for School Secretaries**

### **Holiday Pay Arrangements for February Mid-term break /Easter Period & 2023**

As part of the implementation of the agreement on school secretaries, any grant funded secretary who would normally be laid off at mid-term break, this February, and/or during the Easter period should instead be paid their usual weekly wage for those periods.

Unlike the previous instruction for periods of lay-off, secretaries do not need to use any of their allocated paid annual leave for these periods. This is a further interim measure to ensure that grant funded secretaries, who have indicated their acceptance to be paid via a payroll operated by the Department of Education do not have to apply to the Department of Social Protection for benefits whilst arrangements for the implementation for the transfer to a Department payroll are being put in place.

The costs associated with this further interim measure will be managed retrospectively by the Department as part of the wider arrangements to cover requirements for back-pay arising from the official date of implementation of the agreement.

### **Holiday Pay Arrangements for October Mid Term Break/Christmas period 2022**

Further to the points made above, any secretary who would normally be laid off at the October Mid Term Break and/or the Christmas period should instead be paid their allocated annual leave entitlement ensuring that they are paid for these periods and do not then have to apply to the Department of Social Protection for benefits.

This will deal with the issue of the need to be laid off/sign on during the interim period of implementation of the agreement. Therefore, this instruction relates only to the forthcoming midterm and Christmas periods.

As set out above, the Department will, in a further phase, implement a new annualised pay rate for those secretaries wishing to have it which will spread their income over the year and negate the need to be laid off/sign on into the future.