



Circular Letter 0004/2020

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

Work Stoppage by TUI Member Teachers - 4 February 2020

1. I am directed by the Minister for Education and Skills to inform you that TUI have announced a one-day work stoppage by members of that union on Tuesday 4 February 2020.
2. In addition to second level schools, the work stoppage is likely to also impact on Further Education centres (including PLC, Youthreach, BTEI, VTOS, Training Centres, Prison education etc.) and ETB Head Offices where TUI have members.
3. It is a matter for school management (in the case of ETB schools/centres, the Chief Executive) to decide whether their school(s)/centres(s) should open for students on 4 February. In reaching this decision, account should be taken of the potential Health & Safety risks inherent in opening the school/centre as normal, in view of the anticipated number of staff expected to take part in the work stoppage.
4. While it is ultimately a decision for management, the Department requests that schools/centres make every effort and explore all possible options to allow schools/centres to open for students on 4 February, particularly where there may be only a small number of staff within the school/centre who are participating in the work stoppage.
5. If a decision is taken not to open a school for students on 4 February, care should be taken to ensure that all parents/guardians and students are notified of this decision in adequate time, to allow for alternative arrangements to be made.

Arrangements for Staff employed by Secondary and Community and Comprehensive Schools

6. In the event that the work stoppage proceeds, the management of each school should make appropriate arrangements to record the attendance or absence of all staff employed by the school on 4 February. This applies to all teaching and non-teaching staff employed by the school.

7. In the case of staff paid on payrolls operated by this Department and in order to facilitate the appropriate pay deduction, the management of each school must record all absences due to the work stoppage on the Online Claims System (OLCS) under the Leave Category "School Business", Leave Sub-category "Strike In School". Absences for reasons other than the work stoppage (e.g. for authorised leave) should be recorded on the OLCS in the normal way.

Payroll Arrangements for Staff Employed by Education and Training Boards

8. In the event that the work stoppage proceeds, it is the responsibility of the Chief Executive of each ETB to ensure that appropriate arrangements are put in place to record the attendance or absence of staff employed in the school/centre on each date. This applies to all teaching and non-teaching staff employed in the school/centre.
9. The Chief Executive of each ETB should ensure that all absences due to the work stoppage are notified to the ETB's Payroll Section in accordance with its appropriate procedures in order to facilitate the appropriate pay deduction. Absences for reasons other than the work stoppage (e.g. for authorised leave) should be recorded in the normal way.

Tara Carton
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27 January 2020