

10 November 2011

JS/11/33

Dear Colleague

Maternity Leave and Pay

The Joint Secretaries have been asked to clarify the leave entitlement of teachers on maternity leave where that leave entitlement straddles leave year 2010-11 and leave year 2011-12.

In leave year 2010-11 the accrued leave entitlement is the total number of untaken holidays pro rata, based on 66 days. It can also be determined by calculating the total number of days worked in the leave year prior to the start of ML + total of working days missed x 0.3385 less any holidays already taken = leave entitlement.

In leave year 2011-12, from 1 September 2011 the accrued leave entitlement is based on 40 days annual leave entitlement and calculated by the following formula:

Total number of working days missed x 0.2051 = leave entitlement.

You are reminded that, on returning to work, the teacher must be provided with the statutory leave entitlement. Where any balance of leave is directed to days of school closure the payment shall be in accordance with the SNCT Handbook, Part 2, Section 1 paragraph 1.8.

Yours sincerely

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