



FSSU Guidance Note on School Closures due to Covid-19

An announcement was made on Thursday 12th March 2020 by the Taoiseach Leo Varadkar TD of the closure of schools, pre-schools and further and higher education settings, for a period until 29th March 2020, to support efforts to contain the spread of Covid-19. This will take effect from 6pm on Thursday 12th March 2020. This is in line with the advice of the National Public Health Emergency Team.

This guidance note is to address financial issues that may arise in schools over the closure period:

1. Caretaking, secretarial, cleaning and other staff should only be in the school as necessary.
2. It is important that absences such as maternity leave etc. are keyed into the OLCS payroll system to facilitate continued payment of salary.
3. All Board of Management employees should be paid during this period of school closure.
4. The State Examinations Commission will issue updates regarding the impact on schools.
5. Payroll systems can accommodate the forward input and processing of wages.

The FSSU remains open and continues to provide our usual support during this period.

13th March 2020