



Information Note TC/IN 0011/2023

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

**Amendment to the Parental Leave Scheme for
Special Needs Assistants employed in recognised
Primary and Post Primary Schools**

1. Introduction

- 1.1 This Information Note notifies employers of an amendment to the Parental Leave Scheme contained in Circular Letter 0027/2013 titled 'Parental Leave Entitlements for Special Needs Assistants employed in Recognised Primary and Post Primary Schools'.

2. Entitlement to Parental Leave

- 2.1 With effect from the 8th of January 2024, an SNA is entitled to a maximum of 26 weeks Parental Leave in respect of each child up to the age of 16 years of age, effective from the date of this Information Note. Previously, the entitlement was 26 weeks Parental Leave in respect of each child up to 13 years of age, or the age of 16 years in the case of a child with a disability and/or long-term illness. Application for Parental Leave should be made by the SNA to his/her employer at least 6 weeks prior to the planned commencement date.

3. Circulation of Information Note

- 3.1 Please ensure that this Information Note is circulated to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all special needs assistants in your employment, including those on leave of absence.
- 3.2 This Information Note can be accessed on the Department's website at gov.ie.

**James Walsh
Principal Officer
Teacher/SNA Terms & Conditions Section**

20 November 2023