

# ACTING ALLOWANCES

The arrangements relating to acting allowances for teachers are outlined in DENI Circular 1990/25 as amended.

## General

1. More than one acting allowance may be paid in respect of an absence or vacancy where the employing authority considers it essential to the efficient operation of the school. The value of the responsibility point(s) available in such cases may be reallocated among teachers in the school at the discretion of the employing authority, provided the value of each acting allowance, or the combined value of the acting allowance and any responsibility point(s) held by a teacher, is equivalent to one of the 5 rates of responsibility point(s) prescribed in the Teachers' Salaries Regulations
2. Where a vice-principal is appointed as an acting principal and another teacher is appointed to act as vice-principal the value of that teacher's responsibility point(s) may be reallocated as provided for in paragraph 1.
3. The employing authority should be satisfied that the teachers to be paid acting allowances assume the full range of the duties, or as the case may be, the relevant part of the duties, of the higher posts concerned.

## Qualifying Periods

4. A teacher appointed in an acting capacity as a principal or vice-principal must be in attendance in that capacity for 20 consecutive working days before qualifying for payment of an acting allowance.
5. A teacher appointed in an acting capacity other than as principal or vice-principal, must be in attendance in that capacity for 40 consecutive working days before qualifying for payment of an acting allowance.
6. The qualifying period will commence on the first working day in the acting capacity, and for the purposes of these arrangements school holidays which occur after the commencement of the qualifying period, other than holidays at Christmas, Easter and the Summer, will count as qualifying days.

## Payment

7. On completion of the qualifying period payment of the acting allowance will be back-dated to the first day of that period.
8. A teacher who is appointed in an acting capacity for a full school year will be paid an acting allowance for the full year.

If a teacher is appointed in an acting capacity for less than a full school year:-

- (i) An acting allowance will be paid for Christmas, Easter and Summer holidays only where the teacher is acting-up in the same capacity, immediately before and after the holiday period; and
- (ii) An acting allowance will be paid for other school holidays provided that the teacher is acting-up on the last working day immediately preceding the school holiday.

## Teachers Acting as Principals during School Holidays

9. As an exception to the normal arrangements but subject to that qualifying period set out in paragraph 4 the Department is prepared to consider on its merits any case of a teacher required to act-up as a principal during school holidays.

**September 1995**