

SNAs and Notice Periods

Notice to given by an employer to an SNA:

In some rare circumstances, a child with an SNA assignment may withdraw from a school. This may unfortunately lead to the loss of the SNA's job.

However, what notice is an SNA entitled to before the job ends in this manner?

Section 4.1 of the SNA contract states that SNA notice periods should be in line with the appropriate period of notice set out in the Minimum Notice and Terms of Employment Acts 1973-1991.

This legislation is very clear. It states:

- if the employee has been in the continuous service of his employer for less than two years, one week
- if the employee has been in the continuous service of his employer for two years or more, but less than five years, two weeks
- if the employee has been in the continuous service of his employer for five years or more, but less than ten years, four weeks
- if the employee has been in the continuous service of his employer for ten years or more, but less than fifteen years, six weeks
- if the employee has been in the continuous service of his employer for fifteen years or more, eight weeks

The SNA should continue to be paid as normal during the notice period.

There have been some circumstances where the NCSE writes to a school to inform them of the loss of an SNA post. On occasion, an SNA may be told that their notice began on the date that the NCSE letter was signed. This is incorrect as, from a legal position, notice only begins when an **employer** informs an employee that their position is to be terminated.

In relation to an SNA who decides to leave their employment – the same notice periods apply.

They can, however, be waived if the employer agrees to do so.

In relation to an SNA who is giving notice to leave one school with the intention of joining another school, they should contact SNA salary (ntspayroll@education.gov.ie) if they have any specific questions about continuity of payment.

Notice to be given by an SNA to an employer:

Where an SNA decides to leave their role, they must give 4 weeks' notice, as stipulated in Section 4.3 of the standard SNA contract of employment.

