



City of Dublin Education and Training Board

Protocol on Government-Ordered Closures of ETB Schools, Colleges, Centres and Offices

Board Meeting:

27th February 2020

1. Introduction

Following the Government-ordered closures of Schools and Colleges in October 2017 as a result of a national severe weather warning, it was agreed at the ETB HR/IR Forum in 2019 that a protocol should be put in place in respect of any such future events.

2. Scope

- 2.1 This protocol **only** applies in situations where the Government declares that schools, colleges and other education institutions will remain closed in response to severe national weather warnings. For the avoidance of doubt, this includes ETB Offices and Centres.
- 2.2 For the avoidance of any doubt these arrangements **do not apply** to any other closure other than those provided for in paragraph 2.1 above. Neither is there any other national agreement in place in respect of other such closures. Where an ETB School/College/Centre/Office closes for any other reason, whether by instruction, or by its own decision, local arrangements or agreements shall apply in respect of such closures rather than this agreement.

3. Agreement

Where a closure in respect of a situation arising under paragraph 2.1 occurs the following will apply: -

- 3.1 Staff members who are rostered to attend for duty will be paid for the period of the closure.
- 3.2 The period of the closure will be reckonable for service and superannuation purposes.
- 3.3 Pre-approved annual leave and pre-approved flexi-leave will be restored by the ETB to the relevant employees. No other form of leave is affected by this Protocol.

4. Activation

- 4.1 Where the ETB is directed to close all Schools/Colleges/Centres and Offices notification will be sent to all staff as soon as possible.
- 4.2 Communication will issue via email and text message from Head Office to all Principals and Centre Managers who will then communicate the information to their staff.
- 4.3 Information and updates will follow in the same manner as they are made available.
- 4.4 Information and updates will also be posted to City of Dublin ETB's website (<https://www.cityofdublINETB.ie>) and our Facebook page.

5. Implementation & Review

This policy will be reviewed by the executive in line with best practice. The date of implementation is 27th February 2020 which is the date of the noting of the policy by the City of Dublin Education and Training Board.