

Members' Guide

2007/08

Education and
Library Boards
in
Northern Ireland

Salary Scales
and
Allowances

nipsa



TRAVEL AND SUBSISTENCE

MOTOR CAR ALLOWANCES

Applicable with effect from **1 APRIL 2008**

	451- 999cc	1000- 1199cc	1200- 1450cc
Essential Users			
Lump Sum per annum	£753	£849	£1,095
Per mile first 8,500	34.0p	36.9p	45.8p
Per mile after 8,500	13.3p	13.6p	15.8p

Casual Users

Per mile first 8,500	42.9p	46.9p	58.7p
Per mile after 8,500	13.3p	13.6p	15.8p

OTHER ALLOWANCES

Applicable with effect from **1 APRIL 2007**

Sleeping-in Duty Payment		£31.47
Special Educational Needs Allowance		
- Recognised/Qualified		£1,134
- Unqualified		£831
Standby Duty Allowance (per session)		£25.54
Laboratory Technicians		
Qualified Allowances	£184	£135

ALLOWANCES AND MEAL CHARGES

Applicable with effect from **1 JANUARY 1997**

SUBSISTENCE ALLOWANCES

Breakfast	£4.48	Tea	£2.43
Lunch	£6.17	Evening Meal	£7.64

OUT OF POCKET EXPENSES

(residential Training Courses)

Per Night	£3.63	Per Week	£14.55
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MEAL CHARGES FOR RESIDENT AND NON-RESIDENT STAFF

Breakfast	0.61p	Tea	0.32p
Dinner/Main Meal	£1.09	Evening Meal	0.48p

ANNUAL LEAVE ENTITLEMENT

Applicable with effect from **1 OCTOBER 2006**
(**1 APRIL 2007** for new entrants)

**Spinal Points/
Range
(or Equivalent
Salary)**

**Minimum
Entitlement**

**After 5 Years'
Service**

Scales 1(a), 1(b), 1(c), 2/Clerk Typist/Clerical Officer/
Senior Clerical Officer/Technician/Technician 2:

Pts 4-17

20 days

28 days

Executive Officer/Technician:

Pts 18-25

21 days

29 days

Senior Executive Officer/Administration Officer/
Technician 4:

Pts 26-36

23 days

30 days

Senior Administration Officer/Assistant Principal Officer/
Principal Officer:

Pts 38-49

25 days

31 days

Senior Principal Officer/Education Officer/Assistant
Senior Education Officer/Head of Department:

Pts 49 and over

27 days

33 days

MATERNITY LEAVE AND PAY

NOTIFICATION

An employee must notify the Board in writing of pregnancy at least 28 days before date of intention to commence maternity leave.

ENTITLEMENT TO LEAVE

52 weeks leave, 39 weeks paid either at Occupational Maternity Pay (OMP) or Statutory Maternity Pay (SMP).

ENTITLEMENT TO MATERNITY PAY

Employees **who intend to return to work**, who have at least one years' continuous service at the 11th week before the expected week of childbirth, regardless of the number of hours worked, and satisfies the SMP criteria, payment will be as follows:

- 6 weeks at 9/10ths of average earnings, inclusive of Statutory Maternity Pay;
- 12 weeks at half pay, plus Statutory Maternity Pay; if half pay and SMP exceeds full pay the excess will be deducted;
- 21 weeks Statutory Maternity Pay;
- 13 weeks unpaid Additional Maternity Leave.

Employees **who do not intend to return to work**, who have at least one years' continuous service at the 11th week before the expected week of childbirth, regardless of the number of hours worked, and satisfies SMP criteria, payment will be as follows:

- 6 weeks at 9/10ths of average earnings, inclusive of Statutory Maternity Pay;
- 33 weeks Statutory Maternity Pay;
- 13 weeks unpaid Additional Maternity Leave.

SICK ABSENCE

During 1st year of service	- 1 month's full pay*
	- 2 months half pay
* after completing 4 months service	
During 2nd year of service	- 2 months full pay
	- 2 months half pay
During 3rd year of service	- 4 months full pay
	- 4 months half pay
During 4th & 5th years of service	- 5 months full pay
	- 5 months half pay
After 5 years service	- 6 months full pay
	- 6 months half pay

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