



NOTIFICATION OF SPECIAL NEEDS ASSISTANT LEAVING

Please ensure that this form is completed in respect of a Special Needs Assistant that is leaving your employment. This form should be completed and returned to NTS Payroll **at least 14 days in advance of the leaving date**. Completion of this form on time will reduce the possibility of overpayments to Special Needs Assistants.

Name: _____ PPS No.: _____

School Name: _____ Roll No.: _____

School Phone No: _____ School e-mail address: _____

Leaving Date: _____ (Last day employed in the school)

Reason for leaving: _____

Please Note: If a post has been made redundant, an SNA may be entitled to a redundancy payment if he/she fulfils the conditions set out in Department of Education Circular 58/2006.

Please also note the arrangements outlined in Circular 0026/2021 in relation to Supplementary Assignment Arrangements for the 2021/2022 school year. It is the responsibility of the SNA and the School Authorities to submit an application within the time limits set out in both circulars. Late applications cannot be processed.

Signed: _____
Chairperson/Principal

Signed: _____ Date: _____
Special Needs Assistant

Upon completion, this document should be forwarded either by e-mail or post to:

E-mail:
Ntspayroll@education.gov.ie

Postal Address:
Non-Teaching Staff (NTS) Payroll
Department of Education
Cornamaddy
Athlone
Co. Westmeath
N37 X659