

B. Application of Article 38 of the Regulations for Members of the Teaching Staff concerning replacements in the secondary

This article concerns only the secondary, as a primary teacher does not have the time required to replace an absent colleague since he or she is responsible for a class and as such has a full timetable.

1. Basic principles

- 1.1. If a teacher is absent, arrangements should be made to replace him or her as far as possible as from the second day's absence.
- 1.2. Replacements of teachers will be pedagogical in nature.
- 1.3. If satisfactory local solutions for the replacement of teachers who are absent have been put in place in some Schools, these solutions should be kept.

2. Rules to be followed

- 2.1. The Director will ensure that teachers are replaced in the following cases:

- 2.1.1. Absences foreseen in advance (courses, meetings, school trips, etc.)

In the case of school trips, teachers who are free will replace their absent colleagues in so far as their timetable so permits.

- 2.1.2. Unforeseen absences (sickness, accident).

In this case teachers will only be replaced as from the second day's absence.

- 2.1.3. In both cases, the Directorate will ensure adherence to the following principles:

- The replacement teacher should be given reasonable notice. Notice will be given not later than the day preceding the replacement, before the last lesson taught by the replacement teacher.

- Equal treatment of all teachers should be ensured.

- 2.1.4. Only if no replacement is possible will pupils go to the study room or to free classrooms, under the supervision of an Educational Adviser.

3. Replacement roster

- 3.1. In drawing up the replacement roster the Directorate will apply the following preferential order:
- a teacher of the same language and of the same subject will be requested to replace the absent colleague
 - a teacher of the same language and of the same subjects area will be requested to replace the absent colleague.
- 3.2. The Directorate will ensure that the replacements required of a teacher during a school do not exceed a maximum of one weekly period calculated on an annual basis.
- 3.3. A method for that purpose will be devised by each School in order to guarantee clarity and fairness. An account will be published each term showing the replacement duties performed by every teacher.

4. Years and subjects concerned

- 4.1 Replacement rosters are not applicable to years 6 and 7 classes.
- 4.2. These rosters are not applicable to ethic and religion classes in the secondary.

C. Implementation of the provisions of this memorandum

1. The provision concerning supervision in the primary will enter into force as from the beginning of the 1998-1999 school year.
2. The provisions concerning replacement of teachers who are absent will enter into force as from 1 February 1998.

**THIS MEMORANDUM CANCELS AND REPLACES MEMORANDUM
97-M-23 OF 11 MARCH 1997**

Gilbert PINCK