



**Bandonbridge N.S.
Leave of Absence Policy
(to be read in conjunction with DES Circular 54/19)**

Teachers may apply to the Board of Management for the following types of Leave of Absence. Circular 54/19 covers the procedures and outlines the terms and conditions of most Leave of Absence (including sick leave) [cl0054 2019 amd \(education.ie\)](#). Circulars and the conditions therein are subject to change.

- Chapter 1: Sick Leave Scheme
- Chapter 2: Maternity Leave Scheme
- Chapter 3: Adoptive Leave Scheme
- Chapter 4: Paternity leave
- Chapter 5: Parental leave
- Chapter 6: Carer's Leave
- Chapter 7: Career Break Scheme
- Chapter 8: Job Sharing Scheme
- Chapter 9: Temporary Re-assignment Scheme for Primary Teachers
- Chapter 10: Statutory Annual Leave/Public Holidays
- Chapter 11: Unpaid Leave

In addition, under rule 58 of the Rules for National Schools, teachers are entitled to Extra Personal Vacation (EPV) on foot of attending approved summer courses (see below).

Special Needs Assistants may apply to the Board of Management for the following types of leave of absence:

- Maternity/Paternity Leave
- Parental/Adoptive Leave
- Carer's Leave
- Force Majeure Leave
- Brief Absences (Pay SNA 18/04).

The **School Secretary** may apply to the Board of Management for the following types of leave of absence:

- Maternity Leave/Paternity Leave/Adoptive Leave
- Parental Leave/Carer's Leave
- Force Majeure Leave
- Brief Absences.

Applications for leave that require the approval of the BOM will be considered on receipt of appropriate documentation in accordance with the following criteria, in no particular order:

- Number of teachers on leave or seeking leave
- Type(s) of Leave of Absence sought
- Purpose of proposed leave, as outlined on the official application form
- Availability of qualified suitable substitute/temporary teachers
- Length of Service in the school
- The suitability of the partner in the case of job sharing/teacher exchange for the class concerned.

Brief Absences may be approved at the discretion of the Chairperson including short term unpaid personal leave with suitable substitution being a critical factor.

Members of Staff applying for leave of absence must:

1. Apply in writing in time to the Chairperson where applicable
2. Comply with terms laid down by the DES, BoM and relevant legislation. Applicants may be asked to attend a BoM meeting to further inform the Board if necessary.

The Board of Management will:

- Process each application for leave of absence as quickly as possible and comply with the terms of reference laid down by the DES, this policy statement and the law
- Inform the applicant of the Board's decision, within one week of its decision
- Respect the confidentiality of all applicants request for leave
- Facilitate the granting of leave in all circumstances that in the opinion of the Board do not adversely affect the process of education the school.

EPV Leave

Notification must be given at the beginning of the school year by staff that are entitled to such leave; a copy of the course certificate/s should be provided to the Principal. As substitute cover is not allowed for Extra Personal Vacation days, the following terms will apply:

- Generally, only **one** teacher will be entitled to EPV leave on any one day and priority will be given to the first request for such leave. For all planned absences, as well as making the necessary alternative yard duty arrangements, the teacher should assign ample, appropriate work for the class. Lists of pupils assigned to individual classes should be given to the member of the ISM team responsible for dividing the class. Learning Support/Resource teachers should advise the relevant class teachers of their planned absence
- Extra Personal Days should not be taken in June. The final month of the school year is punctuated with school tours, sports events etc., and teachers' efforts to complete their annual programme of work can be hindered by the responsibility of having extra pupils in their classroom at this time of year. Teachers with a specific request for a June EPV day should apply in writing to the Principal by May 1st of the same school year.

Sick Leave

School staff are asked to contact the Principal or Deputy Principal as soon as they are aware of their inability to attend school to allow time to source a substitute teacher/SNA where allowed.

General Principles

1. As a general principle, every effort will be made by the BoM to facilitate applications for Career Breaks and other forms of leave from members of the teaching staff.
2. While recognising a teacher's desire to take Leave for whatever reason, it will be recognised that the welfare and educational needs of pupils shall take precedence over all other considerations.
3. Should a teacher wish, the reason for taking leave need only be made known to the Principal and/or Chairperson of the BoM.
4. The maximum number of teachers on Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Temporary Re-assignment) in any school year shall not exceed 1/4 of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.
5. Where the number of applications for any form of long-term Leave (including the extension of existing arrangements) exceed the available quota, such applications will be considered on their merit by the BOM, under the following criteria:
 - Length of service in this school
 - previous leave of absence(s)
 - reasons for leave and
 - other relevant information.
6. All leave of absence is granted on condition that a suitably qualified teacher is available to replace the teacher on leave.

Ratified by BOM on _____

Chairperson: _____