

LEAVE POLICY V1.2

INTRODUCTION

This policy was reviewed in the 2024/2025 school year to cover teacher absences, on non statutory schemes i.e. job-sharing, career breaks, study leave, secondment, unpaid leave. This policy should be read in conjunction with Terms and Conditions of Registered Teachers in Recognised Primary and Post Primary Schools Sept 2019 and current relevant circulars
In drawing up this policy, the welfare and educational needs of the pupils shall take precedence over all other considerations.

This policy shall have due regard to the capacity of the school to meet its obligations to its pupils and may therefore apply a limit to the number of teaching staff that may avail of non-statutory leave schemes at any one time.

A teacher is eligible to apply for a Career Break/Job share/Secondment where he/she will have satisfactorily completed, at the end of the school year in which they are applying 12 months of continuous service with the current employer

A special needs assistant is eligible to apply for a Career Break/Job share/Secondment where he/she will have satisfactorily completed, at the end of the school year in which they are applying 12 months of continuous service with the current employer

Applications must be considered in the context of other non-statutory leave and statutory leave and take into account the availability of an appropriately qualified replacement teacher. While 15% of staff absent at any one time on non-statutory leave is a guideline, the Board of Management (B.O.M) may use its discretion on the number of teachers who may avail of job-sharing, career break, secondment or approved study leave at any one time.

It is the understanding of the Board of Management that an application for approved study leave is one where the teacher wishes to avail of study leave to become a full-time student.

The Board of Management may also use flexibility where appropriate in arriving at its decision. The limit may be affected by the number of teachers who are likely to be on other approved leave of absence, such as maternity leave, adoptive leave, paternity leave, parents leave and parental leave in the school year for which an application is received. A ratio of permanent teachers to temporary teachers may be considered in this context.

All applications for leave must be made on the appropriate form available in Circular 0054/2019 to the Board of Management. Incomplete applications and/or applications with incorrect dates will not be considered by the Board of Management.

Applications for Extra Personal Vacation Days (EPV) are by letter to the B.O.M. A teacher who has completed an approved EPV course may apply to the Board of Management for one EPV day per term. EPV days to be taken by the end of May of the school year.

While on approved leave, the teacher remains a member of staff and will be informed about developments in the school such as vacancies for Posts of Responsibility.

Job Sharing

Employers must ensure that teachers/SNAs participating in the Job Sharing Scheme are aware that the arrangement may be terminated at any time if it is not operating in the best interests of the pupils

In exceptional circumstances, the employer may permit a Job Sharing teacher/SNA to withdraw from the Job Sharing Scheme and return to his/her original teaching post earlier than expected if he/she can be accommodated within the approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond the 1st November.

A job-sharing teacher who wishes to resign from his/her teaching posts (as opposed to resigning from their job sharing agreement) must give the Board of Management (or Boards of Management where an inter school job sharing scheme exists) notice in writing in accordance with the teachers' terms of employment. The remaining job sharing teacher must seek another permanent teacher to job share with or alternatively resume full time teaching. A job sharing teacher may avail of one EPV day per school year.

Secondment

In framing a policy position on secondments, the Board of Management is required to ensure that the welfare and educational needs of pupils take precedence over all other considerations. The Board of Management of the school has the authority to terminate a secondment at any time to ensure that the educational needs of the school are given priority.

A teacher on secondment must not enter into a job-sharing arrangement for the duration of the secondment.

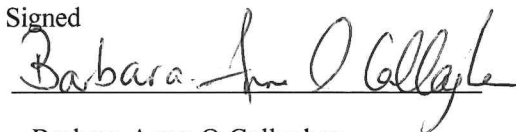
RATIFICATION AND COMMUNICATION

This policy was completed in November 2024 and ratified by the Board of Management at its meeting on 3rd December 2024

REVIEW

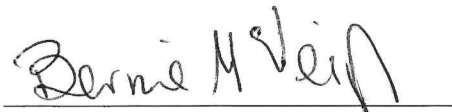
This policy will be reviewed in the school year 2026/2027.

Signed



Barbara Anne O Callaghan

Chairperson of Board of Management



Bernie McVeigh

Secretary Board of Management

3/12/24