



*Scoil Góraf National School,
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*"Let the rooms be
full of happiness"*

Leave of Absence Policy

Teachers may apply to the Board of Management for the following types of Leave of Absence. Circulars outlining terms and conditions of the various types of absence are available on the Department of Education website www.education.ie and on the IPPN website under Supports & Services – [DES Circulars](#).

Career Breaks Circular 10/11	Job-sharing Circular 11/03
Teacher Exchange Circular 12/03	Carer's Leave Circular 05/03
Secondment Circular 11/02	Study Leave Rule 116
Exam leave/Study Leave Circular 18/00	Maternity Leave Circular 14/05
EPV Leave Circular 37/97	Adoptive Leave Circular 14/05
Parental Leave Circular 23/0	Paternity Leave Circular 01/01
Brief Absences Circular 0032/2007	Force Majeure Leave Circular M18/00
Unpaid Leave Circular 0035/2010	

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).

School Secretary/Caretaker 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 staffs that are entitled to such leave. As substitute cover is not allowed for Extra Personal Vacation days, the following terms will apply:

- Generally, only two teachers 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 the final 5 working days in the school year in June. The final weeks of the school year are punctuated with school tours, sports events etc. All teachers are expected to participate fully in the running of such events and be mindful of same when requesting EPV leave.

Sick Leave

School staffs are asked to contact the Principal or Deputy Principal as soon as they are aware of their inability to attend school. Please note the following agreed protocol on notification of sick leave:

1. *Phone Anne Marie Barry, Principal in person on 085 7668923 and speak to her; no third-party phone calls please.*
2. *If Anne Marie fails to answer please allow ten minutes before phoning a second time.*

3. *In the event that you have failed to contact Jane please phone Barra Ó Tuama, Deputy Principal, on 087 2073053 and observe the same procedure – two phone calls ten minutes apart.*
4. *If it should prove impossible to speak to either Anne Marie or Barra please text both stating your message briefly.*

Please note that all absences are logged on the OLCS system and all leave is subject to the approval of the Board of Management. (issued to all staff on 28/09/2017)

The Board of Management can employ a substitute teacher from the second consecutive day of absence on uncertified sick leave. Where a teacher is absent on sick leave for more than three consecutive days, a medical certificate is required for the total period of the absence. All certified absences are substitutable. Where a teacher is absent on sick leave prior to and after a weekend or before and after a school closure, a medical certificate is required to include the inclusive period of absence.

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. The maximum number of teachers on Leave (including Career Break, Exchange, Leave of Absence, Study Leave, Job Sharing and Secondment) in any school year shall not exceed 25% of the teaching staff i.e. 12.5% on Job Sharing and 12.5% on Career Break (Exceptions to this quota may be made where specific personal/family circumstances prevail.)
4. 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.
5. All leave of absence is granted on condition that a suitably qualified teacher is available to replace the teacher on leave.

Please see Circular 10/2011 for further information and conditions.

Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools 24/06/2017

Also DES Information Note TC 001/2018

Ratified by BOM on _____

Chairperson: _____