

# SUNCROFT NATIONAL SCHOOL

## **Policy Number: 21 - STAFF ABSENCES**

**REV:1**

The Board of Management of Suncroft National School fully recognises each teachers right to avail of their legal entitlements to leave. However, from time to time, staff members may be absent for different types of leave such as sick leave, bereavement leave etc. which are “brief” or “occasional” in nature.

The Board fully supports staff requirement for absences on compassionate grounds and recommends the staff member takes all leave available on such occasions.

Leave for special family occasions is also supported by the Board but in such cases of “planned” events, the Board requests the staff member to provide at least seven (7) days notice of such requirements to the Principal.

- Substitute teachers are employed according to the regulations of the DES and the teaching council. Every effort is made to employ qualified teachers in substitute positions.
- Circular 18/00 outlines DES arrangements in relation to substitution for brief absences of permanent and temporary teachers.
- Where a teacher is absent without substitute cover the class is split up and children are sent to designated rooms.
- Each teacher has a file of photocopied work prepared for absences.
- Any teacher who is absent due to illness should notify the school, as early as possible, on the first day of absence and where possible indicating likely duration of absence.

**REVISED AND UP-DATED: 10<sup>th</sup> March 2011**