

# SUNCROFT NATIONAL SCHOOL

**Policy Number: 38 - LEAVE OF ABSENCE POLICY REV: 0**

**Teachers** may apply to the Board of Management for the following types of Leave of Absence:

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

The text of circulars etc outlining terms and conditions of Leave of Absence are available on the Department of Education website [www.education.ie](http://www.education.ie) and on the INTO website [www.into.ie](http://www.into.ie).

**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
- 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 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 E.P.V. day should apply in writing to the Chairperson of the Board of Management by May 1<sup>st</sup> of the same school year.

**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. A text message will not suffice – personal contact must be made. This will give the school management the opportunity to secure substitute cover for the class at the earliest notification. 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.

**Implementation:**

This policy has been in place since #####.

Signed: \_\_\_\_\_  
Chairperson