



Gaelscoil Choráin Eochail

Polasaí Saoire Neamhláithreachta/ Leave of Absence Policy

Réamhráiteas & Réasúnaíocht/Introduction & Rationale

This policy has been drawn up in consultation with the Board of Management and staff of Gaelscoil Choráin. In drawing up this policy, the relevant circulars from the Department of Education and Skills (D.E.S.) were consulted to provide guidelines in all matters pertaining to Leave of Absence in order to ensure that the policy is in compliance with D.E.S. guidelines.

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](#). Information is also available on the I.N.T.O. website www.into.ie.

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.

Prior to applying for Leave of Absence all staff are advised to familiarize themselves with the relevant circulars from the D.E.S. pertaining to each leave. It is also the responsibility of staff members to keep themselves informed of updates to these and other relevant circulars.

The Number Of Teachers Involved

The granting of application for Discretionary Leave (Career Break, Job Sharing, Secondment, Teacher Exchange) is at the discretion of the Board of Management. The Board of Management will consider all applications on their merit and adjudicate on the matter, bearing in mind that the welfare and educational needs of pupils take precedence over all other considerations. 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 20% of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.

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.

Extra Personal Vacation (EPV) Leave

Notification must be given at the beginning of the school year by staff that are entitled to such leave. As substitute cover is not allowed for Extra Personal Vacation (EPV) days, the following terms will apply:

- Generally, only one mainstream class teacher will be entitled to EPV leave on any one day. A Special Educational Needs (SEN) teacher and a mainstream class teacher will be entitled to EPV leave on any one day. 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 Principal who will be responsible for dividing the class. SEN teachers should advise the relevant class teachers of their planned absence.

- Ample notice, generally a fortnight should be given to the Principal in advance of taking an EPV leave day.

Sick Leave

School staff are asked to contact the Principal, Deputy Principal or school office in the order hereunder specified as soon as they are aware of their inability to attend school and not later than thirty minutes prior to the commencement of the school day. Please note the following agreed protocol on notification of sick leave:

1. Phone or text the Principal in person on (087 0905196). The Principal will respond to text message within fifteen minutes on receipt of text and in the event of a missed call she will respond within fifteen minutes on receipt of a call.
2. In the event that you have failed to contact the Principal or haven't received a response text or call within fifteen minutes of sending a text or making a call please phone or text the Deputy Principal on 086 1514501. The Deputy Principal will respond to text message within fifteen minutes on receipt of text and in the event of a missed call he will respond within fifteen minutes on receipt of a call.
3. If it should prove impossible to contact either the Principal or the Deputy Principal or if they have not responded to text message sent within the timeframes specified please phone the school office on 024 93547.

Please note that all absences are logged on the OLCS system and all leave is subject to the approval of the Board of Management.

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. Applications for any form of Discretionary Leave must be submitted to the Board of Management for approval on an annual basis. Each teacher is required to submit a written request to the Board of Management before the stated due date on the relevant circulars.
3. 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.
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

Monatóireacht ar Cur i bhFeidhm an Pholasaí/ Monitoring the Implementation of the Policy

The implementation of the policy shall be monitored by the Principal and the Board of Management of Gaelscoil Choráin.

Athbhreithniú & Measúnú an Pholasaí/ Reviewing & Evaluating the Policy

The policy will be reviewed and evaluated after 2 years. On-going review and evaluation will take cognisance of changing information or guidelines and legislation. The views and opinions of the partners in education re welcome at all times.

Daingniú & Cumarsáid/ Ratification & Communication

Ratified at the BoM meeting on 10.12.2018 and signed by Chairperson. Secretary recorded the ratification in the Minutes of the meeting.

Daingnithe thar cheann an Bord Bainistíochta/ Ratified on behalf of the Board of Management

Síniú:

Dáta:

Antóin Ó Laoire
Cathaoirleach An Bhoird Bhainistíochta

10.12.2018