



Holy Family School for the Deaf

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

www.gov.ie - [Breaks/leave for school staff \(www.gov.ie\)](http://www.gov.ie)

Career Breaks Teacher: Circular 0054/2019	Job-sharing Circular 0054/2019
Temporary Reassignment Scheme Circular 0054/2019	Carer's Leave Circular 0054/2019
Secondment Circular 0029/2018	Study Leave Circular 0032/2007
Exam leave/Study Leave Circular 18/00	Maternity Leave Circular 0054/2019
EPV Leave Circular 37/97	Adoptive Leave Circular 0054/2019
Parental Leave Circular 0054/2019	Paternity Leave Circular 0054/2019
Brief Absences /personal leave (Marriage,wedding,graduation, ordination etc.) Circular 0032/2007	Force Majeure Circular 0032/2007
Unpaid Leave Circular 0054/2019	APSO Agency for personal service overseas Circular 0032/2017
Bereavement Leave	Examiner for State Exams

Circular: 0032/2007	Circular 0032/2007
Union Executive Committee 0032/2007	Other: 0032/2007 Retirement Seminar Member of the Teaching Council Health & Safety Leave Membership of State Bodies, membership of public bodies Candidate in a general election. Candidate in a local election Attending court & Jury Service

Special Needs Assistants may apply to the Board of Management for the following types of leave of absence: **Circular 0032/2010**

- Career Break: Circular 0035/2019
- Maternity/Paternity Leave
- Parental/Adoptive Leave
- Carer's Leave
- Force Majeure Leave
- Other Brief Absences covered by **Circular 0032/2010**

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, Special Needs Assistants or Ancillary staff currently 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, Special Need Assistants and ancillary staff.
- 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 ***at least 4 weeks in advance or in*** Compliance with terms laid down by the Department of Education, the BOM and relevant legislation.
 - ***Special Leave must be approved before any bookings are made by the employee e.g. flights, accommodation, etc.***
 - ***In the event that arrangements have already been made without proper approval, the Holy Family School will not be liable for any losses incurred by the employee “.***

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, as soon as possible and generally 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

- As per Circular Letter 0035/2009 & the agreed Holy Family School for the Deaf EPV Policy

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. Personal contact must be made initially via the school mobile and then by email to the Principal. This will give the school management

the opportunity to secure substitute cover, as per Department Of Education guidelines, for the class at the earliest notification.

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 staff.
2. While recognising a staff member'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. Should a staff member wish, the reason for taking leave need only be made known to the Principal and /or Chairperson of the BoM.
4. 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 1/4 of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail.
5. 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.
6. All leave of absence is granted on condition that a suitably qualified teacher is available to replace the teacher on leave.

Ratified by BOM on 15th February 2022

Chairperson: *Jr Paddy D. Boyle*

