



# Holy Family School for the Deaf

## Leave of Absence Policy Summary

- Members of staff here at Holy Family can apply for “Leave of Absence”.  
Members of staff includes : **Teachers,  
Special Needs Assistants,  
Secretary and caretaker**
  - **First, teachers.** Teachers can apply to the Board of Management for leave for a number of reasons, for example  
Career Break,  
Job Share  
Study Leave  
Carers leave  
Maternity leave,  
there are many others and they are listed in the full Leave of Absence Policy. Listed also is the “Circular” (information, details and conditions) from the Dept of Education for each type of leave
  - **Special Needs Assistants** can apply to the Board of Management for leave of absence and Circular 0032/2010 covers these.  
They include  
Career Break  
Maternity/Paternity Leave  
Parental/Adoptive Leave  
Carer’s Leave  
“Force Majeure” Leave, this is when you need leave because of urgent family reasons
- There are other kinds of short absences and these you can find in Circular 0032/2010 on Dept. of Education website
- **School Secretary and Caretaker** can apply to the Board of Management for leave of absence. These include  
Maternity/Paternity Leave  
Adoptive Leave  
Parental/Carer’s Leave  
Force Majeure Leave  
Short absences

- the BOM will have to consider applications in relation to circumstances in the school. These circumstances to consider are:
  - Number of staff on leave, or applying for leave at the moment
  - Type of leave applied for
  - Why staff member wants to take leave
  - Availability of qualified substitute or temporary staff to cover absence
  - Length of service in the school
  - If job share, or teacher exchange, is the job share partner suitable for that class
  - The limit of staff that can be on leave of absence is  $\frac{1}{4}$  of the staff for that year
  
- If staff member is applying for leave of absence they should write to Chairperson of BOM at least 4 weeks in advance of leave requested
- It's important that staff member should wait until approval is received before making any bookings or arrangements. The BOM is not responsible for any losses by applicant
- All applications are confidential. The Board will normally let the person know their decision within one week or as soon as possible
- The board will normally allow leave of absence if that leave does not affect the education process in the school
  
- **EPV Leave**, Extra Personal Vacation, details of this leave are in the current school policy and the Circular 0035/2009
  
- **Sick Leave**, staff member should let Principal know as soon as possible so cover can be arranged. If teacher is out sick for over 3 days they need a doctors certificate.

**The full policy is available on the school website and if you need any further detail or clarification, please contact the school principal or Chairperson of the Board.**