

*Ballyfin National School
Policy on Career Breaks &
other Leave of Absence.*

Ballyfin N.S

Policy on Career Breaks and other Leaves of Absence.

Career Break:

A career break is Special Leave without pay for the duration of a school year. (i.e. beginning on 1st September and ending on 31st August).

A teacher may engage in this scheme subject to an overall maximum absence of 10 years in the course of his/her professional career.

A career break may be extended on an annual basis provided the total period of the career break does not exceed 5 years in any one time.

The scope of this scheme is limited to registered teachers in approved teaching posts wholly funded out of monies provided by the Department of Education and Skills.

The main objectives of a career break, which are listed below, are not exhaustive. The career break scheme allows Ballyfin N.S wherever possible to facilitate applicants in the areas of -

- Personal Development
- Voluntary Service Overseas
- Accompanying spouse/partner on Diplomatic Military Posting.
- Education
- Public Representation
- Children/Dependent care
- Self - Employment.

Applications for career breaks are subject to the following criteria:

- Sanction must be sought from B.O.M.
- Appropriate documentation furnished to B.O.M.
- Number of teachers seeking career breaks.
- Availability of suitably qualified replacement teachers.
- Length of service in the school.

NB This policy will have due regard to the capacity of the school to meet its obligations to its pupils and shall therefore apply a reasonable limit to the number of its teaching staff that may be absent on career break at any one time. In drawing up this policy the welfare and education needs of the pupils shall take precedence over all other considerations.

Role of the B.O.M.

- The B.O.M. will process each application for career break as quickly as possible and comply with the terms laid down by the D.E.S.
- The B.O.M. will inform the applicant of the Board's decision within one week of its decision.
- The B.O.M. will respect the confidentiality of all applicants requesting a career break.
- The B.O.M. will facilitate the granting of career break that in the opinion of the B.O.M. do not adversely affect the process of education in the school.

- Where an application for a career break is refused the B.O.M. will inform the applicant in writing setting out the grounds for such a refusal.
- The B.O.M. will submit notice of a career break to the DES (via O.L.C.S) on or before May 1st.

Role of the Applicants.

- Ensure they are registered with the Teaching Council.
- Ensure they have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service with Ballyfin N.S.
- Ensure they submit a written application to the B.O.M. of Ballyfin N.S, not later than March 1st of each school year prior to that in which they propose to commence or continue the career break.
- Ensure he/she notify the B.O.M. by the 1st March of his/her intention to return to teaching from a career break at the beginning of the next school year.
- Failure to do so may result in the return being deferred for a further school year (e.g. in the event that the late notification resulted in contractual issues for the B.O.M).
- Ensure he/she returning from a career break is registered with the Teaching Council on the intended date of resumption.
- A teacher returning from a career break in excess of two school years shall be screened by the Occupational Health Service (O.H.S).
It is a pre-requisite for the restoration of salary that the teacher is deemed medically fit for teaching duties by the O.H.S. before he/she is permitted to resume his/her teaching post.
- A teacher on career break who wishes to resign from his/her teaching post must notify the B.O.M./ D.E.S. in accordance with the teachers terms of employment. If a teacher resigns from the career break during the course of the school year, that year will be deemed to be a full school year.
- In the event that a teacher fails to resume duty at the end of an approved period of career break, the B.O.M. will immediately notify the D.E.S. so that incremental salary will not issue.

A late application may be considered by the B.O.M. in exceptional circumstances.

Further details regarding Career Breaks for registered teachers are contained in Circulars 10/03 and 0010/2011

N.B Taking account of the extent of arrangements to be put in place by the B.O.M. to cater for the career break, the applicant shall not be permitted to withdraw his/her application after the 14th April. In exceptional circumstances, the B.O.M. in its sole discretion may consider a later withdrawal of a career break application.

Other Leaves of Absence.

All teachers absences are laid out in Primary Circular 00032/2007

Teachers may apply to the Board of Management for the following types of Leave of Absences.

Career Break Scheme	Circular 10/2011
Teacher Exchange	Circular 12/03
Secondment	Circular 11/02
Exam Leave/Study Leave	Circular 18/00
E. P. V. Leave	Circular 37/97
Parental Leave	Circular 23/03
Brief Absence	Circular M18/00
Job Sharing	Circular 11/03
Carers Leave	Circular 05/03
Study Leave	Circular 12/05
Maternity Leave	Circular 14/05
Paternity Leave	Circular 01/01
Force Majeure Leave	Circular M 18/00

The text of circulars etc outlining terms and conditions of Leave of Absence are available on the Department of Education and Skills website www.education.ie and on the INTO website www.into.ie.

Applications for leave of absences listed above are subject to the same criteria as career breaks.

Brief absences - may be approved at the discretion of the Chairperson including short term unpaid personal leave.

E.P.V. Leave - Notifications to be given at the beginning of school year by all staff who are entitled to such leave. Generally only two teachers will be entitled to E.P.V leave on any one day and priority will be given to the first request for such leave.

S.N.A.s/Secretary may apply to the BOM for the following types of leave of absence.

Maternity/Paternity Leave.

Parental/Adoptive Leave.

Carer's Leave.

Force Majeure Leave.

Brief Absence

Concluding Comment.

This policy statement has been prepared by teaching staff and ancillary staff, and Board of Management.

It has been prepared based on conditions existing in the school at the time of writing, taking into account departmental guidelines and relevant circulars.

It may be altered, revised or updated at a future date by the above partners.

All amendments will be recorded in the Career Breaks/Other Leave of Absence Policy.

Signed: P. B. Hennessy
Chairperson, Ballyfin N.S
B.O.M.

Date: 14/06/2011