



## **Leave Policy; Career Break and Other Leave for Teachers**

A permanent member of the teaching staff of Scoil Íde may apply for a career break, job share, secondment or other forms of leave, as per the conditions set out in Circular 12/98.

### **Eligibility:**

A permanent teacher may apply for a career break where she/he:

- Is registered with the Teaching Council.
- Has satisfactorily completed (at the end of the school year in which they are applying) 12 months of continuous service in Scoil Íde.

The Board of Management is mindful of research showing that in order to progress in an effective manner schools require continuity, consistency and uniformity in their approach to teaching and learning.

“... teacher turnover in schools not only causes staffing problems, but also impacts student achievement and the school atmosphere” (Ingersoll & Smith 2003).

It is therefore agreed that the number of teachers on approved career break or job share leave in any one school year shall be determined by the Board of Management.

- Should the number of applications received by the Board of Management exceed the number available, the Board will consider the length of time teachers have availed of a career break with a view to facilitating those who wish to avail of the facility and have not had the opportunity heretofore.
- Should the number of applicants still exceed maximum availability, the Board will employ the following criteria to adjudicate which applications are successful:
  1. Seniority
  2. Length of service in this school

While referring to Circular 12/98, an application for a career break and other forms of long-term leave will be examined under the additional points laid out in this policy:

1. As a general principle every effort will be made by the Board of Management to facilitate applications for career breaks and other forms of leave from members of the teaching staff.
2. 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.
3. A teacher wishing to avail of a career break or job sharing, study leave, secondment or teacher exchange is required to submit a formal application on the appropriate form to the Board of Management before 1<sup>st</sup> February of the year in question.
4. Should a teacher wish, the reason for taking leave need only be made known to the Principal/Deputy Principal and Chairperson of the Board of Management.
5. Exceptions to the maximum number of teachers on leave (including career break, exchange, leave of absence, study leave, job sharing and secondment) in any school year may be made where specific personal/family circumstances prevail, at the discretion of the Board of Management.
6. Where the number of applications for any form of long-term Leave (including the extension of existing arrangements) exceed availability, such applications will be considered on their merit by the Chairperson and the Principal, in consultation with the applicants. A final decision will be made by the Board of Management.
7. All forms of staff leave are granted for a period of one year. Formal application for extensions to all forms of staff leave and to career breaks (to a maximum of 5 years) should be made on an annual basis to the Board of Management before 1<sup>st</sup> February of the year to which the extension refers.
8. A career break application will be viewed in conjunction with other forms of leave applications in a given year.
9. The Board of Management's decision will be given to an applicant, in writing, before 1st March.

**Resumption of duty following a Career Break:**

- A teacher must notify the Board of Management of Scoil Íde by the 1st February of his/her intention to return to teaching from a career break at the beginning of the next school year.
- It is the responsibility of the teacher returning from a career break to ensure that s/he is registered with the Teaching Council on the intended date of resumption.
- A teacher returning from a career break in excess of or equal to, two school years shall be screened by the Occupational Health Service (OHS). It is a prerequisite for the restoration of salary that the teacher is deemed medically fit for teaching duties by the OHS before s/he is permitted to resume his/her teaching post.
- A teacher returning from career break must comply with the vetting regulations in operation at the time of return.
- The terms and conditions of teachers in general including the terms of any redeployment scheme existing at time of return shall apply to a teacher resuming duty after a career break.

**Ratification & Communication:**

This policy was ratified by the Board of Management on 18/01/2023.

**Signed:**

Paul Molony

Chairperson, Board of Management,  
Scoil Íde Primary School Clondalkin

**Date:** 18/01/2023