

Statutory and Non-Statutory Leave Policy



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The Board of Management of St. Joseph's Secondary School, Spanish Point (hereinafter called the Board) has consulted with the principal partners involved in the education of our students in the formation of the school's policy on Statutory and Non-Statutory Leave for the teaching staff in St. Joseph's Secondary School, Spanish Point. This policy should be read in conjunction with the Terms and Conditions of Employment for Registered Teachers/SNAs in Recognised Primary and Post Primary Schools, 2nd Edition 2017 published by the Department of Education and Skills (DOE) or any subsequent publication by the DOE affecting the Terms and Conditions of Teachers/SNAs.

It should be noted that all requirements in relation to Teaching Council Registration, Garda Vetting and Occupational Health Requirements should be adhered to when applying for and returning from BOM-approved leave.

Statutory Leave

The Board grants statutory leave in accordance with the Terms and Conditions of Employment for Registered Teachers/SNA in Recognised Primary and Post Primary Schools 2nd Edition 2017, published by the Department of Education and Skills (Hereinafter called DOE) or any subsequent publication by the DoE affecting the Terms and Conditions of Registered Teachers/SNAs (hereinafter referred to as The Terms and Conditions Publications). Furthermore, the Board grants statutory leave in accordance with [Circular 0054/2019/ Circular 0032/2010](#) and all relevant circulars and information notes. (See Appendix A)

Parental Leave

The Board grants Parental Leave in accordance with the Terms and Conditions Publications, and accordingly, the Board reserves its right to authorise the postponement of Parental Leave for justifiable reasons related to the school. The justifiable reasons which may be considered by the Board in authorising the postponement of parental leave are outlined below with regard to the considerations applicable to applications for non-statutory leave.

Rationale underpinning the School's Leave Policy

Under the general provisions set out in the Terms and Conditions Publications, the Board, as the employer of teaching staff, must develop and maintain a policy on teachers/SNAs absences, including non-statutory schemes, specific to the needs of the school. In drawing up this policy, the following considerations will assist the decision-making process of the Board on each application. In considering leave requests, the Board will have due regard to the Terms and Conditions publications and any other DOE publications which have been or will be published, affecting statutory and non-statutory leave.

The Board has made every effort to balance the legitimate expectations of teachers/SNAs with the needs of students in this policy. However, the Board states that in drawing up this policy, the health and safety, the welfare and the educational needs of students shall take precedence over all other considerations.

In order to achieve this balance, the Board will consider all applications for non-statutory leave, considering its statutory obligations and the entitlements of the teacher/SNAs as outlined in the Terms and Conditions Publications.

Taking the statutory entitlements of teachers/SNAs to take leave and the Board's commitment to provide for the welfare and the educational needs of the students in St. Joseph's Secondary School, Spanish Point, into consideration, the Board will also take account of the following:

Considerations:

In accordance with the DOE Terms and Conditions publications, the Board states that in drawing up this policy, the health and safety, the welfare and the educational needs of students shall take precedence over all other considerations.

- The likely availability of a suitably qualified replacement teacher/SNA to take up duty on the applicant's departure.
- The Board recognises the benefits of the DOE schemes in relation to Career Break and job-sharing. These schemes provide family-friendly working arrangements for those teachers/SNAs who need them on a temporary basis. They provide teachers/SNAs with opportunities to further their professional and personal development through the acquisition of professional skills, academic qualifications, and alternative experiences, which may directly benefit the students they teach in the school
- The Board recognises the benefit of teacher engagement with SEC work. It provides teachers with an opportunity for further professional development, which will directly benefit the students they teach and their colleagues in their subject departments. State examination work is also a very necessary work which ensures the national system works for students.
- The Board may consider the individual's personal circumstances and the purpose of the leave request in making decisions regarding applications for non-statutory leave
- The Board will endeavour to strike a balance between the needs of teachers/SNAs and students and the long-term good of the school as a stable educational environment and workplace.
- The Board will endeavour to maintain the school as a stable educational environment. Important factors to be considered in maintaining a stable educational environment are the continuity of teaching for students, the professionalism and expertise of the staff.
- The Board will endeavour to maintain the stability of the educational environment within individual subject departments by ensuring that the granting of non-statutory leave to members of any department does not create an imbalance between substitute teachers and permanent teachers in that department
- The overall number of teachers who are available to teach their timetabled classes at any one time in the school

- An important consideration is that the school may have a limited number of suitably qualified and experienced teachers/SNA to draw upon when seeking teachers for hours arising from a teacher/SNA who is job-sharing. Teachers/SNAs whose contract is based on hours arising from an allocation by the DOE for a teacher/SNAs who has been granted job-sharing leave have no entitlement to a contract of indefinite duration (CID) under the terms of Circular 0023/2015
- The Board's right to authorise the postponement of parental leave as outlined in the Terms and Conditions Publications
- In accordance with The Terms and Conditions Publications, the Board will seek to honour the spirit of the job-sharing scheme, so far as is practicable, given the timetabling constraints and the Board's desire to prioritise continuity of the learning experience for students. This may mean that teachers/SNAs on job-share may find that they could be timetabled over 5 days.

The Board will endeavour to consider each application on its own merits while at the same time taking account of the above considerations.

If the school's allocation of staff by the DOE is in a surplus situation, i.e. the school will not receive an allocation from the DOE to replace that teacher/SNA, the Board may use the above considerations to decide which leave application will be approved by the Board. A surplus situation could arise where the DOE changes the pupil-teacher ratio or where there is a fall in overall enrolment.

Other Non- Statutory Leave not covered under the Terms and Conditions Publications

1. Force Majeure Leave/ Illness in Family Leave/ and Bereavement Leave

[Circular 0078/2022](#), [Circular 0058/2023](#), [Circular 0079/2022](#) [Circular 0032/2010](#) outline the Extension of Substitute Cover to include certain teacher/SNA absences arising out of Particular Family Events, i.e. Force Majeure Leave/Illness of a family member and Bereavement leave entitlements

A school authority may, out of funds provided by the Department, pay the cost of a substitute teacher/ SNA who is engaged to replace a member of its teaching/ SNA staff whose absence is approved by the school authority arising out of the following:

- (a) Force Majeure Leave within the terms of [Circular 0058/2023](#)
- (b) Illness of a family member who is certified by a medical practitioner as requiring constant care and attention for the period of recuperation from the illness [Circular 0058/2023](#)
- (c) Bereavement leave as per Appendix A of [Circular 0078/2022](#) [Circular 0079/2022](#)

Please note that in the case of bereavement leave, the leave must be taken immediately following the date of the bereavement. Substitute cover is provided by the Department in such cases.

The Board shall approve leave set out in the above circulars as follows: Teachers/SNA availing of this leave should inform the Principal in writing at the earliest opportunity that they are availing of this leave by completing Appendix C of circular 0058/2023. - link also available in the appendix of this policy

When applying for Force Majeure Leave/Illness in Family Leave, the teacher/SNA should provide certification from a medical practitioner stating that the family member concerned requires constant care and attention for the period of recuperation from the illness.

The first day of each absence due to Force Majeure leave/Illness of a family member leave is covered under the Supervision and Substitution scheme and there is paid substitution provided by the Department of Education and Skills for any subsequent days. For SNA absence substitution is provided by the Department of Education and Skills

2. Secondment Leave ([circular 0029/2018](#) & [Information Note TC/IN 0003/2023](#))

The Board shall consider leave applications as set out in the circular and Information Note above or any further DOE Publications. The Board will consider this leave in line with the considerations and conditions outlined above for Non-Statutory Leave and in line with the terms of the current circular letter.

3. State Examinations Work during Term Time

The Board of Management of St. Joseph's Spanish Point, acknowledges the importance of the efforts carried out by teachers in their work with the State Examinations Commission.

Initial Application

- The Board of Management will typically grant permission to a maximum of two teachers to engage in examination work in each half term. A third staff member may be considered exclusively if they are an Advising Examiner and a fully qualified substitute is available to cover one of the three approved people. **If no qualified substitute is available it is the Advising Examiner that cannot be released for the duration of the examinations.** If there is more than one Advising Examiner outside the two-person quota, they will be selected by rotation.
- Teachers wishing to apply for state examinations work which involve absence from school for more than two days consecutively during the school year must apply to the Board of Management prior to the first meeting of the school year for formal permission to apply. Any request after this Board of Management Meeting may not be granted.
- Initial permission to apply to the SEC must be granted by the BOM at the first meeting of the year. However, the actual release from duties is contingent upon the Principal confirming that a qualified substitute has been secured and that the impact on Teaching & Learning is minimised

- In the event where a teacher who avails and is granted leave of this nature and requests a second extended period of absence for State Examination work later in the year; **they must be in the quota with two available places, do not have exam classes and there must be a fully qualified substitute to cover.**
- The Board of Management will establish the priority list for available places based on the following descending order of preference:

1. First-Time Applicants

Highest priority is granted to **new applicants**—staff members who have never previously been granted State Examinations Leave. This ensures that every teacher has an initial opportunity to participate.

2. Rotational Basis (Previous approval)

Once all first-time applicants have been accommodated, remaining places will be allocated to staff members who have benefited from the leave in the past. This will operate on a **rotational basis**, prioritising:

- Those who have not had the opportunity for the longest period of time.
 - Teachers with the fewest total instances of State Examination leave over their career at the school.
- The Principal's signature is required to submit an application to the State Examinations Commission for marking purposes. This signature is not a guarantee that leave from teaching duties will be approved by the BOM. This is only permission to apply. The final decision will be made by the Principal on confirmation that the State Examinations Commission will require the applicant for marking and that the required substitution is in place.
 - When the State Examinations Commission has notified the teacher of an appointment to a position that requires leave from school duties, the teacher will inform the Principal of this. Once the teacher is advised of the official dates of the marking work, s/he will immediately notify the Principal of these dates to allow the Principal to make a final decision on granting leave and that the required substitution is in place.
 - Once the Principal has granted the period of release for marking, the teacher must also immediately notify the Deputy Principal in order for the school to facilitate cover for the period of leave. Notice of a week or less before the intended absence may not be accepted.

Teacher Professionalism

- Where possible, the teacher will endeavour to meet with the replacement teacher appointed for their absence, to explain the work that will need to be covered. The teacher will explain the TYRO roll call system and it will be part of the daily responsibilities of the substitute teacher.
- Substitute teachers for a leave of absence such as this, will also, in so far as possible, cover the teacher's supervision duties at lunch and break.
- Quality, meaningful cover work will be provided by the classroom teacher to ensure that students do not feel the effects of the leave of absence.

4. Casual Personal Leave

The Board may grant special leave to a teacher for up to five school days in a school year for events which are scheduled for dates which are outside the control of the teacher/event and a teacher has a compelling obligation to attend. Given the number of annual leave days available to teachers, personal leave may not be granted to make provision for an event, e.g. a family holiday. Personal days are not deemed additional annual leave days.

A signed application form to the Board should be submitted in respect of personal leave applications as soon as the applicant becomes aware of the date of the proposed leave, outlining the reason for the leave and outlining the cover provided. The leave may be granted, subject to this cover being in place and work being assigned to the class during that time. Please note that this form should be signed by the applicant.

Such absence or absences should be notified to the Department of Education and Science by the school beforehand, or if this is not possible, immediately afterwards.

Requirement

Teachers need to make necessary arrangements in relation to their supervision and substitution duties while on casual personal leave.

5. Marriage Leave

Seven consecutive calendar days' leave may be granted to those teachers/SNA who get married during the school term. These seven days include Saturday and Sunday and should include the date of marriage.

The week cannot be extended on the grounds that the school was closed during the week for a Church Holiday, public holiday, etc., i.e. if the first day of marriage leave absence is on a Monday and the school is closed on the following day for a Church Holiday, the teacher /SNA should resume duty on the following Monday.

In the case of a teacher/SNA marrying during the vacation period, he/she should resume duty one week following the date of marriage, or the day on which the school re-opens after vacation, whichever is later.

A signed letter of application to the Board should be submitted before commencement of the leave. There are no Department provisions for the payment of a substitute to cover the teacher/SNA taking marriage leave.

6. Unpaid Leave

Unpaid Leave may be granted in exceptional circumstances where the employer is satisfied that there is a compelling obligation involving absence from duty. The maximum amount of Unpaid Leave which may be taken in one school year is 10 school days. Substitution for such days will be paid by the Department/ETB. Unpaid Leave absences must not be of a recurring nature. Unpaid Leave must not be used to substitute other forms of leave. A teacher absent on Unpaid Leave may not engage in any type of teaching or any other paid employment. A teacher on approved Unpaid Leave is deemed for all purposes to be in employment at that time, with the exception of remuneration and superannuation. Applications for Unpaid Leave should be made to the employer at least 6 weeks prior to the planned commencement date.

7. Jury Service Leave

Under legislation, a secondary teacher/SNA is obliged to serve on a jury, if summoned, unless he/she can produce a letter for the County Registrar stating that the school authorities deem the teacher/SNA's presence in school is essential for the purpose of teaching and supervising his/her classes. The acceptance of such a letter is at the discretion of the Registrar. A substitute may be employed for the period of jury service, and Department recoupment will be made.

Notification of Absences from School

If a teacher/ SNA needs to absent themselves from class during the day due to unforeseen circumstances, they are obliged to speak to a member of the senior management team (hereinafter called the SMT) beforehand in order to ensure that adequate provision is made for students.

If a teacher is unable to attend work on any particular day, they must notify a member of the SMT (Deputy Principal unless on leave) as soon as they become aware of the likelihood of their absence, particularly if the absence is certified by a medical practitioner.

If a SNA is unable to attend work on any particular day, they must notify both SNA Coordinator & Deputy Principal as soon as they become aware of the likelihood of their absence, particularly if the absence is certified by a medical practitioner.

However, in any event, if a teacher/SNA is unable to attend work due to unforeseen circumstances, including self-certified illness, the teacher/SNA must contact a member of the SMT/SNA Coordinator before 8 am on the morning of the absence, to ensure that adequate provision is made for students. Please note that the type of leave (e.g. Certified/Self Certified/Bereavement) should be communicated.

Please note that medical leave will be entered on Online Claim Service (OLCS) as self-certified until the medical certificate(s) are received by the principal with the exact dates of certification. If a teacher/ SNA returns to work before the expiry of the medical certificate, a revised certificate will be necessary.

Teachers/SNA who unexpectedly find themselves late for work should notify a member of the SMT/SNA Coordinator as soon as is practicable. In the absence of a response, the teacher should contact another member of the SMT/school office until they receive a response. The reason for the late arrival should be communicated to the Principal upon arrival at school.

Applications for Non-Statutory Leave

Applications should be made using the approved forms (hyperlinked in the appendices), by the prescribed dates as detailed in the Terms and Conditions Publications. Where no such DOE-approved form exists for the particular form of leave, the application should be made by means of a signed letter outlining the purpose of the leave, etc., well in advance of the proposed leave. In addition, the teacher must undertake to be available for the parent meetings of the students they teach, staff meetings, in service training and additional hours (pro rata) under public service commitments.

This policy is subject to ongoing review and update. Any subsequent Circular Letters issued by the Department of Education will automatically supersede the terms outlined in this document.

This policy was reviewed and ratified by the Board of Management on 16/06/2026

Chairman

Appendix A

Assault Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Assault Circular 0061/2017	Leave of absence under this scheme may be granted to a teacher who is unable to perform his/her duties due to a physical injury following an assault in the course of the teacher's duties and during approved school activities.	<p>Maximum of 92 days (3 months) at full pay in a rolling 4-year period.</p> <p>In exceptional cases, such as where a significant period of hospitalisation is required or in situations of a second or subsequent incident of assault, the leave may be extended for a further period not exceeding 3 months (91 days) at full pay, subject to an overall limit of 6 months (183 days) at full pay in a rolling 4-year period.</p> <p>Any subsequent absence will be dealt with under the Sick Leave scheme.</p>	Paid	Paid substitute	<p>Non-casual or casual appointment, depending on time.</p> <p>OLCS.</p>	Assault Leave Application

Adoptive Leave

Circular	Purpose	Maximum Periods	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0054/2019 Chapter 3	Adoptive Leave is granted to teachers who are adoptive mothers or sole male	24 consecutive weeks from the date of placement, with the further option of an additional 16 weeks of	24 paid weeks,	Paid	<p>Non-casual appointment</p> <p>OLCS</p>	Adoptive Leave

	adopters. The adopting father who is not a sole male adopter may be entitled to Adoptive Leave in certain circumstances. Please see paragraph 14 for details on this provision.	unpaid leave	16 unpaid			Application Form
Bereavement Leave						
Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0078/2022 Circular 0079/2022	Available in the event of a bereavement involving a relative.	Immediate family – maximum 20 working days. Immediate relative – maximum 5 working days. Other immediate relative– 1 working day	Paid	Paid substitute	Paid substitute OLCS	Bereavement Teacher Application Form Bereavement SNA Application Form
Career Break						
Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0054/2019 Chapter 7 & Information Info Note 25/26	Leave of absence for purpose of personal/professional development, further study, public representation.	Maximum duration of any one leave of absence on career break is 5 years. Overall maximum in the course of a teaching career is 10 years.	Unpaid	Paid substitute*	RPT (fixed term)	Career Break Application SNA must submit a letter to employer by March 1st

Carer's Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0054/2019 Chapter 7 Information Note TC/IN 0007/2023 Carer's Leave SNA	The purpose of Carer's Leave is to allow a teacher a period of unpaid leave in order that he/she may provide full-time care and attention to a relevant person i.e. a person deemed to be in need of this level of care by the DEASP. Up to 104 Weeks	104 Weeks	Unpaid	Paid substitute*		Carer's Leave Teacher Application SNA Application A teacher/SNA must also make an application on the DSP CARB1 Form .

Covid Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Information Note TC/IN 0004/2023 & Circular 0038/2022	From 22nd May 2023, teachers who begin to display COVID-19 symptoms or test positive for COVID-19.	A maximum limit of 5 consecutive days. Special Leave with Pay (includes weekends/school closures), in any one instance, will apply. Where the employee is medically unfit for work after the 5 consecutive days, the terms and conditions of the Sick Leave Scheme will apply.	Paid	Paid substitute	Paid substitute OLCS	Covid 19 Application Form

		As public health advice may change, please always refer to the HSE website for the most up-to-date information.				
Domestic Abuse Leave						
Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
SNA Circular 0060/2023 Teachers Circular 0059/2023	To allow time off for a victim of domestic violence (or to support a "relevant person") to seek medical attention, professional counseling, legal advice, relocation, or assistance from An Garda Síochána.	5 school days in any consecutive 12-month period.	Paid	Paid Substitute	Casual	Domestic Violence Application Form Domestic Violence SNA Application Form
Force Majeure Leave						
Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0017/1999 & Circular 0006/2014 Paragraph 9	Urgent family reasons owing to the illness/injury of a family member requiring the presence of the teacher at the place where the family member is.	3 days in any 12-month period or 5 days in 36 months. Note: total number of days taken for Force Majeure and Illness of a family member combined may not exceed 5 days on anyone year.	Paid	Day 1 – S&S of each leave period taken. Remaining days of – paid substitute.	S&S Day 1 Paid substitute OLCS	Force Majeure Application Form

Illness of a Family Member

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0058/2023 Teachers Only	Illness of a family member (certified) requiring constant care and attention for the period of recuperation from the illness.	5 school days in the case of a spouse/child or parent 3 school days in the case of a brother, sister, grandparent, aunt, uncle or parent-in-law. Note: total number of days taken for Force Majeure and Illness of a family member combined may not exceed 5 days on any one year.	Paid	Day 1 – S&S of each leave period taken. Remaining days – paid substitute.	S&S Day 1 Paid Substitute OLCS	Illness in Family Application Form

Job-sharing

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0054/2019 Chapter 8 & Information Note TC/IN 0006/2023 SNA Circular	To assist teachers in combining work and personal responsibilities or choices.	Minimum period is 1 school year – subject to BOM approval.	Paid 11 hours per week	Paid Substitute*	RPT (fixed term) teacher appointment	Teacher Application SNA Application

Jury Service

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
No particular circular	Legally summoned to serve on	For the period of time required by	Paid	Paid substitute	Paid	Court Letter to be

for the post primary sector. Circular 0018/2000 Primary Schools Legislation	a jury	the Court.			substitute OLCS	submitted
Marriage Leave						
Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
No particular circular for the post primary sector. Circular 0018/2000 Primary Schools Legislation	Leave for teacher's own wedding	7 consecutive days from the date of the marriage. These days include the date of the marriage and weekends, and any school closure (e.g., bank holiday, vacation days)	Paid	No paid substitute – colleagues cover	No substitution	Letter of application to Board
Medical Care Needs Leave						
Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0050/2023 Circular 0051/2023	To provide personal care or support for a serious medical reason to Child, spouse/civil partner, cohabitant, parent/grandparent, brother/sister, or housemate.	5 school days in any 12 consecutive months.	Unpaid (Statutory special leave without pay).	Paid	Casual is there a circular for	Teachers Medical Care Needs Application Form SNA Medical Care Needs Application Form

Maternity Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0054/2019 Chapter 2	Leave on the birth of a child or who reaches 24th week of pregnancy.	26 consecutive weeks with the further option of an additional 16 weeks of unpaid leave. Antenatal visits – paid time off to attend appointments related to antenatal care. Antenatal classes – paid time off to attend one set of antenatal classes in a working career. Expectant father – paid time off to attend the last 2 antenatal classes. Appropriate certification required by BOM	26 paid weeks	Paid substitution	Non-casual appointment	Maternity Leave Form

Medical Care Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Teacher Circular SNA Circular	To provide personal care or support for a serious medical reason to a "relevant person".	5 school days in any 12 consecutive months.	Unpaid (Statutory special leave without pay)	Paid	Casula	Medical letter stating the person needs significant care/support for a serious medical reason

Parents Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0050/2022	Parents' Leave is available to the relevant parent. to enable them to provide, or assist in the provision of, care to the child.	<p>Parents' Leave can be taken as follows:-</p> <p>(a) a continuous period of 9 weeks (i.e. 63 consecutive days including weekends, school closures and days on which a teacher is not timetabled for attendance within that period)</p> <p>(b) 9 instances of one - week blocks or</p> <p>(c) any combination, subject to a combined total of 9 weeks.</p> <p>This also applies to Job-Sharing teachers.</p>	Unpaid. Parents' Benefit is subject to PRSI contributions.	Paid substitution	Non-casual or casual appointment depending on time. OLCS.	Parents Leave Application

Parental Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0010/2023	Care of young children	26 weeks per child up to the age of 16 years.	Unpaid	Paid substitution	Casual appointment depending on time. OLCS	Parental Application Form

Paternity Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0054/2019 Chapter 4 & Information Note TC 0004/2022	Available to a relevant parent on the birth/adoption of a child.	2 consecutive weeks – may commence at anytime from the date of birth/placement to 26 weeks thereafter.	Paid	Paid substitution	Casual appointment. OLCS	Paternity Application Form

Personal Days

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
DE website Teachers Only	May be granted for any reason is outside of the control of a teacher & deemed sufficient by BOM (e.g., funerals, weddings, graduations, appointments with specialists).	Up to 5 school days in a school year	Paid	No paid substitution --teacher to arrange own cover.	No paid substitution	Personal Day Form

Secondment

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0029/2018 & Secondment to European Schools	Temporary assignment of a teacher to an external organisation	Maximum of 5 years to an outside organisation or Department-funded national programme	Paid (by host organisation)	Paid substitution*	RPT (fixed term) appointment	Secondment Application

Sick Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular Taechers 0013/2024 Circular 0014/2024 SNA	<p>Sick Leave (certified and self-certified) for teachers for absence due to illness or injury from work</p>	<p>Ordinary Illness – max of 92 days (3 months) on full pay in a year, followed by a maximum of 91 days (3 months) on half pay in a year, subject to an overall maximum of 183 days in a rolling 4-year period.</p> <p>Critical Illness - max of 183 days (6 months) on full pay in a year, followed by a maximum of 182 days (3 months) on half pay in a year, subject to an overall maximum of 365 days in a rolling 4-year period. TRR (temporary rehabilitation remuneration) may be granted where the period of paid sick leave has been exhausted.</p> <p>Unpaid sick leave may be granted where a teacher does not qualify for TRR</p>	<p>Full pay followed by half pay followed by TRR if eligible.</p> <p>TRR</p> <p>Unpaid</p>	<p>Self-certified: S&S cover</p> <p>Certified: Paid substitution</p>	<p>Non-casual or casual appointment depending on time.</p> <p>OLCS</p>	<p>Certs provided in timely manner for OLCS input</p>

Unpaid Leave

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0054/2019 Chapter 11	<p>May be granted in exceptional circumstances where the BOM</p>	<p>10 school days in any school year</p>	<p>Unpaid</p>	<p>Paid substitute</p>	<p>Casual appointment.</p>	<p>Unpaid Leave Application</p>

Unpaid Leave SNA	is satisfied that there is a compelling obligation involving absence from duty.				OLCS	
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Voluntary Search & Rescue

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0001/2019	May be granted to a teacher who is a member of a voluntary search & rescue organisation (e.g., Coast Guard) called out on a search & rescue operation	5 school days in any school year	Paid	Paid substitute	Casual appointment. OLCS	Evidence of Membership submitted to BOM Evidence of Call out

Partial Absence for Medical-Related Service Appointments

Circular	Purpose	Maximum Period	Paid/ Unpaid Leave	Substitution Cover	Contract	Application Form
Circular 0037/2023	A post-primary teacher may, under this Circular, be granted a paid partial absence by the employer, for the purpose of attending a medical-related service appointment and avoid the need to be absent from the workplace for a full working day.	Partial absences will apply only in respect of appointments for medical-related services and will be subject to a maximum aggregate time permitted of 2 school days (8 hours 48 minutes) per school year.	Paid	S&S Provision	N/A	Cert/Appointment letter/text