



Personal Leave Policy & Procedure Coláiste Iósaif an Fhionnradharc



St. Joseph's, Fairview

This document is intended to provide details of the main policies of Coláiste Íosaif an Fhionnradharc in relation to career breaks. It is intended to help staff understand the environment and approach of the school in relation to protected disclosures. This document is regularly reviewed.

Version	Description	Authors
January 2025	First version of policy	Board of Management

School Contact Details

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Personal Leave Policy & Procedure Coláiste Íosaif an Fhionnradharc

Introduction

The purpose of this policy is to set out procedures in relation to application for **casual/personal leave** specifically and does not include: Bereavement Leave, Force Majeure Leave, Illness in Family Leave.

This list is not exhaustive.

All matters relating to sick leave can be referred to Circular 0013/2024.

The Board of Management has the discretion to grant special leave to a teacher for up to five school days in a school year for any reason which the school may consider sufficient. Such absence or absences will be notified to the Department of Education by the school beforehand, or if this is not possible, immediately afterwards.

This type of leave is generally assumed by the Department to cater for such absences as weddings, funerals, graduations, etc. (CL0054/2019) **There is no provision for the employment of a substitute teacher for this type of absence.**

Rationale

'Each employer shall develop and maintain a policy on teacher absences...specific to the needs of the school authority. In drawing up this policy, ***the welfare and educational needs of the pupils must take precedence over all other considerations*** and must be in accordance with the rules of this Circular' (CL0054/2019)

This policy shall have due regard to the capacity of the school to meet its obligations to its pupils and may therefore apply a limit to the number of teaching staff that may avail of non-statutory leave schemes at any one time. Employers must consider applications in the context of other statutory and non-statutory leave and must also take into account the availability of an appropriately qualified replacement teacher.'

Procedures

All applications for casual/personal leave days must be made directly to the Board of Management, through the Secretary to the BOM, in writing using the form Appendix A. Emailed versions of Appendix A will be accepted. Documents for BOM meetings issue to members seven days in advance. Thus, requests for personal leave must be received at least seven days in advance of the next BOM meeting. This procedure applies to all personal leave types as outlined above. It does not apply to certified/self-certified illness leaves. The purpose for the leave must be clearly stated and clarification maybe requested by the BOM/Principal.

Casual/personal leave should not be sought to extend a holiday period/bank holiday weekend.

Adequate notice should be given when applying for personal leave. In most cases a teacher will know well in advance that they wish to attend a wedding or graduation. In exceptional circumstances, an application may be received in between BOM meetings and may be considered

by the Principal. If a number of staff members wish to attend a funeral of someone known to them or a family member of someone known to the staff, the final decision will lie with the Principal as it is unlikely that the application will have been received by the BOM in time to be considered. The needs of the students and the orderly running of the school must take precedence in this situation.

The Principal/BOM may deny the casual/personal leave request if:

- The school is unable to meet the required teaching/supervision needs of the students on the requested day.
- The leave is requested on the day of return after a school holiday closure/mid-term break/on the Friday before or Tuesday after a bank holiday weekend.
- The reason for the leave is inappropriate/does not meet acceptable criteria to justify absence from duty. Leave to transact business which a teacher could attend to outside school hours or the school week should not be approved by management.
- The teacher has already applied for and been granted 5 casual personal days in the academic year.

Teacher Obligations:

- On successful application for a casual/personal leave day a teacher must seek cover for their classes and supervision slots from colleagues on a voluntary basis.
- Work must be prepared for timetabled classes affected to ensure that learning moves forward during the teacher's absence.
- The list of teacher colleagues covering classes and work prepared for students must be provided to the Deputy Principal with responsibility for Supervision and Substitution.
- Teachers covering for colleagues on personal leave are doing so on a voluntary basis. These classes will not count towards supervision and substitution hours and will not reduce the teacher's supervision and substitution obligations. Teachers who are scheduled for Supervision & Substitution duties cannot make themselves available to cover a colleague's personal leave for the same period.

Conclusion

Coláiste Iósaif an Fhionnradharc will treat all personal leave applications in accordance with our Mission Statement and ERST Charter. The remit of this policy is to ensure clarity in relation to application criteria and procedures.

This policy was adopted by the Board of Management on 8th January 2024. It will be made available to school personnel and a copy will be made available to the Department of Education & Skills and ERST if requested.

Signed: _____

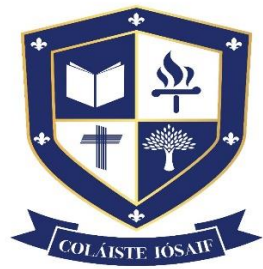
James Rogan
Chairperson of Board of Management

Date: _____

Signed: _____

Ciara Mc Donnell
Principal

Appendix A:



Application Form for Personal Leave

Date (s) for which Personal leave is requested:_____

Please state the reason for which this Personal Leave is being requested:

Signature of Teacher: _____

Date of application: _____