


Career Breaks for Teachers and SNA's Policy

A permanent member of the teaching and special needs assistant staff may apply for a Career Break, or other forms of leave, as per the conditions set out in Circular 12/98 and the accompanying booklet. While referring to this Circular, 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. A member of staff may apply for a career break on the basis that they have worked three years in the school.
2. For every two years worked the staff member may apply for one year's career break.
3. While recognising an employee's desire to take Leave for whatever reason, the welfare and educational needs of pupils shall take precedence over all other considerations.
4. Should the applicant wish, the reason for taking Leave need only be made known to the Principal/DP and/or Chairperson of the BoM.
5. The number of staff on career break at any one time shall not exceed 20% of the staff number. Currently there is provision for one teacher and four SNA's at any one time.

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6. Where the number of applications for any form of long-term Leave (including the extension of existing arrangements) exceed the available quota, such applications will be considered on their merit by the Principal, Chairperson and one external assessor, appointed with the agreement of those involved. In the event of this happening, the assessment process will be agreed in detail by the people involved.

 7. The granting of career breaks is at the Board's discretion and in so doing they will be advised by the Principal about the operational needs of the school which are paramount at all times.

Review

This policy will be reviewed on an annual basis.

Ratification

This policy was adopted by the Board of Management on _____

Signed: 
Chairperson of Board of Management

Signed: _____
Principal

Date: 26/05/2021

Date: _____