



SN Tulach Uí Chadhain

Extra Personal Vacation/ Staff Leave Policy

Introduction:

This policy has been drafted in consultation with teachers, parents and Board of Management of Scoil Naomh Bríde, Tulach Uí Chadhain. Scoil Naomh Bríde recognises the importance of the continuous professional development of its teachers. As per Rule 58 of Rules of National Schools teachers who completed a course during the summer break are entitled to Extra Personal Vacation days subject to the approval of the Board of Management.

Aims:

This policy aims:

- To lay out the terms and procedures relating to Extra Personal Vacation (EPV) Days

Terms & Procedures

- Per DES guidelines leave will be granted on the basis of the following:
 - **3 EPV days for attendance at one 5-day course or one online course of 20 hours or more**
 - **4 EPV days for attendance at two 5-day courses or two online courses of 20 hours or more**
 - **5 EPV days for attendance at three 5-day courses or three online courses of 20 hours or more**
- As per rule 58 EPV days are subject to approval of the “Manager” ie. Board of Management of the school.
- The Board of Management of Scoil Naomh Bríde has devolved responsibility to the School Principal to approve EPV days however if referred to the B.O.M. then the Board will have the final decision.
- Certificates of courses completed should be furnished to the school principal at the beginning of the school year and no later than the 1st of October
- Verbal requests for EPV should be made in the first instance to the school principal.
- If EPV days are granted then this should be noted on the staff room calendar as soon as practicable.

- Due to the size of the school and the limited availability of cover only one teacher should take an EPV day on any given day.
- EPV days will be granted on a first come first served basis
- EPV days should, where possible, be requested at least 1 week in advance of proposed date
- EPV days should not be taken in the first or last week of the school year. In exceptional circumstances this may be waived by the school principal.
- Teachers wishing to take 2 or more EPV days together should indicate this at least 2 weeks in advance.
- Each teacher has the responsibility to ensure that all students in their class have work to complete, that the list of work is made available to the covering teacher and that all necessary photocopying and preparation is done.
- Each teacher has the responsibility to ensure that any relevant yard or supervision duty is covered during their absence.

Ratification and Review

This policy was adopted by the Board of Management on _____ and will be reviewed every 3 years. The policy has been made available to school personnel, published on the school website and provided to the Parent's Association.

Signed



Date: 21/06/2021

Chairperson, Board of Management

Signed

Brian Maclochlainn

Date: 21/06/2021

School Principal