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| --- | --- | --- | --- | --- | --- |
| **Leave** | **Purpose** | **Maximum Period** | **Paid/unpaid** | **Cover type** | **Circular Letter** |
| **Assault Leave** | Leave for SNAs due to physical assault in the course of an SNA’s duties and during approved school activities | Maximum of 92 days (3 months) at full pay in a rolling 4-year period | Paid | Paid substitute | CL 62/2017 |
| **Adoptive Leave** | Leave for one parent of adopting couple or a parent who is adopting alone for period of placement with adopted child | 24 consecutive weeks from the date of placement with further option of additional 16 weeks unpaid leave | 24 paid weeks, 16 unpaid | Paid substitute | CL 47/2023 |
| **Bereavement Leave** | Available in the event of a bereavement involving a relative. Calculated based on working days, school closures included, public/bank holidays and weekends excluded | * Maximum of 20 working days in the case of a spouse, incl. co-habiting partner), child or any person in a relationship of domestic dependency * Maximum of 5 working days in the case of a parent (incl. step-parent), brother, sister (incl. step/half), mother/father in law, grandparent/child, daughter/son in law, father/mother in law * Maximum of 1 working day in the case of an aunt, uncle, niece, or nephew * Maximum of 10 working days in the case of a stillbirth or prenatal death after 24 weeks of pregnancy | Paid | Paid substitute | CL 32/2010 |
| **Career Break** | Leave of absence for purpose of personal/professional development, education, public representation childcare, self-employment | Maximum duration of any one leave of absence on career break is 5 years. Overall maximum in the course of an SNA’s career is 10 years | Unpaid | Paid substitute | CL 22/2012 & CL 35/2019 |
| **Carer’s Leave** | Leave to personally provide full-time care and attention for a person who is medically certified as being in need of such care | 104 weeks in respect of one relevant person | Unpaid (may be entitled to Carer’s Benefit from Dept of Social Protection).  SNA may engage in substitute work, (but not in own SNA post), other work outside SNA work, training, or education courses, up to a max weekly limit of 18.5 hours and DSP weekly earnings limit | Paid substitute | CL 33/2023 |
| **Examination Leave** | Exam leave relevant to SNA duties | The days of the examination only | Paid | No paid substitute | CL 32/2010 |
| **Covid 19: Working/Leave Arrangements** | Special Leave with Pay will be granted where an employee:   * Begins to display COVID-19 symptoms * Receives a positive COVID-19 PCR/antigen test   An employee who receives a positive antigen/PCR test result must provide the school with this record  (screenshot of positive test result) | Special Leave with Pay for a maximum of 5 consecutive days in any one instance.  Sick Leave if an employee remains medically unfit after the 5-day period | Special leave with Pay for 5 consecutive days in any one instance | Paid substitute | CL 38/2022 |
| **Force Majeure Leave** | Urgent family reasons owing to the illness/injury of a family member requiring the presence of the SNA at the place where the family member is. | 3 days in 12 consecutive months or 5 days in 36 consecutive months | Paid | Paid substitute. | CL 32/2010 |
| **Job-sharing** | To assist SNAs in combining work and personal responsibilities or choices. | Minimum period is 1 school year – subject to BOM approval | Paid 16 hours per week | Paid substitute | CL 41/2014 |
| **Jury Service** | Legally summoned to serve on a jury | Number of days as deemed necessary by the Courts | Paid | Paid substitute | CL 32/2010 |
| **Marriage Leave** | Leave for SNA’s own wedding  Wedding of immediate family member (child or adoptive child, a person to whom the SNA is in loco parentis, brother, sister, or a parent). | 7 consecutive days (including weekends) and applicable only if the marriage takes place during school term  1 day applicable only if the wedding takes place on a day when the school is open | Paid  Paid | No paid substitute  No paid substitute | CL 32/2010  CL 32/2010 |
| **Maternity Leave** | Leave on the birth of a child or who reaches 24th week of pregnancy. | * 26 consecutive weeks with further option of an additional 16 weeks unpaid leave * Ante Natal visits – paid time off to attend appointments related to ante natal care * Ante Natal classes – paid time off to attend one set of ante-natal classes in a working career * Expectant father – paid time off to attend the last 2 antenatal classes * Appropriate certification required by BOM   In the event of a premature birth, a teacher may be entitled to extended Maternity Leave  In the event of a stillbirth, or miscarriage, anytime after the 24th week of pregnany, or where the child has a birth weight of at least 500 grammes, full Maternity Leave entitlements apply | 26 paid weeks, 16 unpaid | Paid substitute | CL 17/2013/2013 |
| **Unpaid Leave for Medical Care Purposes** | Leave for serious medical care purposes (owing to a disability, injury, or illness) to provide significant personal care or support to certain specified persons (child, spouse/civil partner, cohabitant, parent, grandparent, brother or sister or a person residing in the same household) | Max of 5 school days unpaid leave in any period of 12 consecutive months   * Can be taken in single or multiple school days | Unpaid (no state benefit) | Paid substitute | CL 51/2023 |
| **Parental Leave** | Care of young children | 26 weeks per child up to 13 years of age or the age of 16 years in the case of a child with a disability/long-term illness | Unpaid | Paid substitute | CL 27/2013/2013 2 |
| **Parent’s Leave** | Available to each relevant parent of a child in thefirst two years of the child’s birth/adoption | 7 weeks – may be taken in a 7-week period or in separate periods of no less than 1 week | Parent’s Benefit subject to PRSI contributions | Paid substitute | CL 51/2022 |
| **Paternity Leave** | Available to a relevant parent on the birth/adoption of a child | a single period of 2 consecutive weeks – may commence at any time from the date of birth/placement to 26 weeks thereafter | Paid | Paid substitute | CL 58/2016/2013 58 |
| **Sick Leave** | Sick Leave (certified and self-certified) for SNAs for absence due to illness or injury from work | 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.  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  Unpaid sick leave may be granted where a teacher does not qualify for TRR | Full pay followed by half pay followed by TRR if eligible  TRR  Unpaid | Paid substitution  Paid substitution  Paid substitution | CL 60/2019 |
| **Unpaid Leave** | May be granted in exceptional circumstances where the BOM is satisfied that there is a compelling obligation involving absence from duty | 10 school days in a school year | Unpaid | Paid substitute | CL 32/2010 |
| **Witness in Court** | For attendance in court under subpoena or summons | A teacher is allowed the number of days required to be in attendance under subpoena or summons. Recorded in OLCS under ‘Witness in Court’ | Paid | No substitution |  |
| ***Breastfeeding Breaks*** | *Provision of breastfeeding breaks within a 104-week period’ after the birth of the child* | *Up to one hour per day within a 104-week period following the birth of the child* | *Paid* | *No substitute, pattern agreed following consultation* | *CL 53/2023* |

*This document is a general guide only. Please refer to the relevant circular letter for full details of the leave type.*