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|  **Leave** | **Purpose** | **Maximum Period** | **Paid/unpaid** | **Cover type** | **Circular Letter** |
| **Assault Leave** | Leave for teachers due to physical assault in the course of a teacher’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 61/2017 |
| **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 | Non-casual appointment | 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 78/2022 |
| **Career Break** | 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 | RPT (fixed term) appointment | Chapter 7 CL 54/2019 Leave Schemes for Registered TeachersInfo Note: TC /IN 007/2023 |
| **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)Teacher may engage in substitute teaching (but not in own teaching post) up to a max weekly limit of 18.5 hours and DSP weekly earnings limit. | Non-casual appointment | Chapter 6 CL 54/2019 Leave Schemes for Registered Teachers |
| **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 onsecutive 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 and amended by Info Note TC/IN 0004/2023 ‘Changes to Special Leave with Pay from 23rd May 2023 |
| **Force Majeure Leave** | Urgent family reasons owing to the illness/injury of an immediate relative requiring the presence of the teacher at the place where the immediate relative is. | 3 school days in any 12-month period or 5 days in a 36-month period.Immediate relative = spouse, incl. cohabiting partner, child, brother, sister, mother, father, grandparent or any person in domestic dependency. | Paid | Day 1 – S&S cover (CL 06/2014)Remaining days – paid substitute. | CL 58/2023 |
| **Illness in Family Leave** | In the event of a serious or unforeseen illness or injury to a teacher’s immediate/near relative and where alternative domestic arrangements cannot be made and, in any case, where Force Majeure Leave has been exhausted or does not apply. | * 5 school days in the case of an immediate relative spouse, incl cohabiting partner, child, father, mother, step-father/mother/son/daughter, or a person in domestic dependency.
* 3 school days in the case of a near relative - brother, sister, grand-parent, aunt, uncle, niece, nephew, grandchild, mother/father-in-law

*Note: The maximum Illness in Family Leave entitlement in a school year is 5 school days. This is inclusive of Force Majeure entitlement.* | Paid | Day 1 – S&S cover (CL 06/2014)Remaining days – paid substitute. | CL 58/2023 |
| **Job-sharing** | 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 | RPT (fixed term) teacher appointment | Chapter 8 CL 54/2019 Leave Schemes for Registered Teachers.Info Note TC/IN 0006/2022 |
| **Jury Service** | Legally summoned to serve on a jury | For the period required by the Court | Paid | Paid substitute | c- |
| **Marriage Leave** | 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 circular for the post primary sector. Ref: CL 32/2007 for primary schools on Personal Leave Absence. |
| **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 LeaveIn 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 | Non-casual appointment | Chapter 2 CL 54/2019 Leave Schemes for Registered TeachersInfo Note TC/IN 0023/2021 |
| **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) | Ma of 5 school days unpaid leave in any period of 12 consecutive monthsCan be taken in single or multiple days | Unpaid (no state benefit) | Paid substitute | CL 50/2023 |
| **Parental Leave** | Care of young children | 26 weeks per child up to 13 years of age or 16 years in the case of a child with a disability. | Unpaid | Non-casual or casual appointment depending on time | Chapter 5 CL 54/2019 Leave Schemes for Registered Teachers |
| **Parent’s Leave**  | Available to each relevant parent of a child in the **first 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 paid subject to PRSI contributions | Casual substitute | CL 50/2022 |
| **Paternity Leave** | Available to a relevant parent on the birth/adoption of a child | 2 consecutive weeks – may commence at any time from the date of birth/placement to 26 weeks thereafter | Paid | Casual substitute | Chapter 4 CL 54/2019 Leave Schemes for Registered TeachersInfo Note TC/IN 0004/2022I |
| **Personal Days** | May be granted for any reason deemed sufficient by BOM (e.g., funerals, weddings, graduations, appointments with specialists)  | Up to 5 school days in a school year | Paid | No paid substitute – teacher to arrange own cover, usually colleagues. | Note from DES (see DES website)  |
| **Partial Absences for Medical Related Appointments** | A paid partial absence for the purpose of attending a medical related service appointment (e.g. doctor, dentist, optician, hospital appointment) for the **teacher concerned.** | Duration of absence is calculated by reference to the class contact time missed by the teacher attending the medical appointment, subject to a maximum aggregate time permitted of 2 school days (= 8 hours, 48 minutes) per school year. | Paid | No paid substitute – absence covered through the S & S scheme | CL 37/2023 |
| **Secondment** | Temporary assignment of a teacher to an external organisation | Maximum of 5 years to outside organisation or Dept funded national programme. See [www.eursc.ie](http://www.eursc.ie) for secondment to European schools. | Paid by host organisation in period of secondment | RPT (fixed term) appointment | CL 29/2018 and amended by Info Note TC/IN 003/2023clcL9 |
| **Sick Leave** | Sick Leave (certified and self-certified) for teachers 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.TRRUnpaid | **Self-certified:** S&S cover for all self-certified sick leave (CL 54/2019)**Certified:**Paid substitutionPaid substitutionPaid substitution | Chapter 1 CL 54/2019 Leave Schemes for Registered Teachers |
| **Special Leave for Sporting Purposes** | Special Leave to participate/compete in events as an international athlete (e.g. Olympic Games, World Championship Event) | This paid leave entitlement includes travelling to and from the event as well as the event itself.  The teacher must provide his employer with a letter detailing the days they are due to be absent from work, in addition to the official documentation from the sporting body they are affiliated to.  This sporting body will also have clarified the dates of the sporting event. *The employer must e-mail on both documents and also the employer’s approval the DE Leave Administration Section.* This special leave is titled ‘Representing Ireland Abroad’ on the On Lines Claim System (OLCS) | Paid | Paid substitution | No particular CL letter |
| **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 any school year | Unpaid | Paid substitute | Chapter 11 CL 54/2019 Leave Schemes for Registered Teachers |
| **Voluntary Search & Rescue** | May be granted to a teacher who is called out on a search & rescue operation and is a member of a voluntary search & rescue organisation (e.g., Coast Guard), RNLI, Community Inshore Rescue, Irish Water Safety, Mountain Rescue Irl, Irish Cave Resue Org.) called out on a search & rescue operation | 5 days voluntary search & rescue leave in any school year | Paid | Paid substitute | CL 25/2023 |
| **Witness in Court** | Leave to be in attendance under subpoena or summons in Court | 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 – normally covered under S&S Scheme | No circular letter |
| ***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, may be covered under S&S Scheme* | *CL 52/2023* |

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