

Special Needs Assistant – Leave Summary

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	<ul style="list-style-type: none"> 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 79/2022
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: <ul style="list-style-type: none"> 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	7 consecutive days (including weekends) and applicable only if the marriage takes place during school term	Paid	No paid substitute	CL 32/2010
	Wedding of immediate family member (child or adoptive child, a person to whom the SNA is in loco parentis, brother, sister, or a parent).	1 day applicable only if the wedding takes place on a day when the school is open	Paid	No paid substitute	CL 32/2010
Maternity Leave	Leave on the birth of a child or who reaches 24 th week of pregnancy.	<ul style="list-style-type: none"> 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 24 th week of pregnancy, or where the child	26 paid weeks, 16 unpaid	Paid substitute	CL 17/2013

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		has a birth weight of at least 500 grammes, full Maternity Leave entitlements apply			
Medical Care Leave	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 <ul style="list-style-type: none"> 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
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 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
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.