

LEAVE SUMMARY FOR TEACHERS

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

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	<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 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 Teachers Info 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: <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 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 23 rd May 2023
Force Majeure Leave	Urgent family reasons owing to the illness/injury of a family member requiring the presence of the teacher at the place where the family member is.	3 days in any 12-month period or 5 days in a 36-month period.	Paid	Day 1 – S&S cover (CL 06/2014) Remaining days – paid substitute.	CL 17/99
Illness of a Family Member	Illness of a family member (certified) requiring constant care and attention for the period of recuperation from the illness	<ul style="list-style-type: none"> 5 school days in the case of a spouse/child or parent 3 school days in the case of a brother, sister, grand-parent, aunt, uncle, or parent-in-law. <i>Note: total number of days taken for Force Majeure and Illness of a family member combined may not exceed 5 days on any one year.</i>	Paid	Day 1 – S&S cover (CL 06/2014) Remaining days – paid substitute.	CL 19/00
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	
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 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	26 paid weeks	Non-casual appointment	Chapter 2 CL 54/2019 Leave Schemes for Registered Teachers Info Note TC/IN 0023/2021

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		In the event of a stillbirth, or miscarriage, anytime after the 24 th week of pregnancy, or where the child 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)	Ma of 5 school days unpaid leave in any period of 12 consecutive months Can 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 Teachers Info Note TC/IN 0004/2022
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	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.eurisc.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 003/2023
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. TRR Unpaid	Self-certified: S&S cover for all self-certified sick leave (CL 54/2019) Certified: Paid substitution Paid substitution Paid 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. <i>The employer must e-mail on both documents and also the employer's approval the DE Leave Administration Section.</i> 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-	Up to one hour per day within a 104-week period following the birth of the child	Paid	No substitute, pattern agreed	CL 52/2023

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	<i>week period' after the birth of the child</i>		<i>following consultation, may be covered under S&S Scheme</i>	
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