

Our Lady of Mercy College

Beaumont



Career Break Policy

1. Mission Statement

The core value of Our Lady of Mercy College Beaumont is respect for all and the nurturing of individual potential, academically, spiritually and culturally as a member of the school and wider community in the spirit of the Mercy Ethos.

2. The Board of Management will consider favourably requests from permanent teachers to enable them to take special leave without pay (career break) subject to the school's Career Break Policy and Terms and Conditions of Employment for Registered Teachers (DES, CL 0054)
3. The welfare and educational needs of the students will take precedence over all other considerations in the application of this policy

4. Eligibility

Teachers eligible for Career Break will

- a. Have satisfactorily completed their probationary year
- b. Be under 60 years of age

5. Length of Career Break

- a. Not less than one school year (except in exceptional circumstances).
- b. Not more than 5 years at any one time and 10 years in total.
- c. May not extend beyond end of school year following the teacher's 60th birthday
- d. Extensions to career breaks must be applied for on an annual basis.
- e. Subsequent Career Breaks may only be taken when the teacher has served for a period equivalent to the duration of previous career break.

6. Applications procedures

- a. Applications in writing should be submitted to the Secretary, Board of Management on the Career Break Application Form (available from the Secretary, Board of Management)
- b. Latest date for applications (for career breaks and extensions to career breaks) to the Board of Management is February 1st of the preceding year. Applications should include the reasons for the career break. Decision of the Board will be communicated by March 1st. All Career Break applications will be dealt with at the Boards February meeting.
- c. Late applications may only be considered in very exceptional circumstances.

7. Factors for considerations in granting a Career Break

- a. A career break may be allowed for most purposes such as child rearing, other domestic responsibilities, starting a business, educational purposes, and travel abroad.
- b. The applicant must furnish the Board of Management with precise details of
 - i. The duration of the career break and
 - ii. the purpose for which it is required
- c. A career break can be approved where a teacher is taking up an appointment in a 3rd level institution for a maximum period of 3 years.
- d. Applications will be considered in light of DES approval for replacement teacher and the availability of appropriate replacement teacher.
- e. The curricular needs of the school, including the number of applicants/teachers on leave from particular subject areas.
- f. The anticipated impact or effect on the welfare and educational needs of the students.
- g. The overall number of teachers on leave during the school year in question.

8. Posts of Responsibility

- a. A teacher on career break is entitled to apply for any vacant post of responsibility, which arises during the course of the career break. The teacher will be informed of the vacancy by the Principal.
- b. It is the responsibility of the teacher to ensure that the school has up to date contact details.
- c. If the teacher is successful, the post may be filled in an acting capacity until the teacher returns from career break.
- d. It is a matter for the board of management if it requires the successful teacher to return to school at the end of the year in which s/he is appointed to the post of responsibility.

9. Resumption of Duty

- a. A teacher who intends to return to teaching from a career break must notify the Board of Management not later than 1st February in the year the teacher intends to return.
- b. A teacher is entitled to return to his/her post in a permanent capacity.

10. Resignation

- a. A teacher who fails to resume duty at the end of the approved period shall be deemed to have resigned.
- b. A teacher wishing to resign his/her teaching post whilst on career break must do so in writing to the Board of Management.

11. Right of Appeal

Where the Board of Management does not grant a Career Break, the decision may be appealed to the Board within 10 days.

12. Review of Policy

As is Board of Management policy this policy will be reviewed every three years or earlier if required in accordance with the needs of the school and directives from the Department of Education and Skills necessitating a review.

***Note :** It is the responsibility of the individual teacher to maintain their Teaching Council Registration, arrange Occupational Health Service (OHS) clearance if career break is for two years or more and to make whatever enquiries and arrangements as are necessary regarding issues such as Social Welfare entitlements, Superannuation, Incremental Credit, Voluntary deductions etc. Guidelines on these issues are to be found in Department Circulars and Terms and Conditions of Employment for Registered Teachers (DES, 2nd edition June 2017, Chapter 8).*

Policy Ratified October 20th 2020.

Our Lady of Mercy College

Career Break Application Form

Name	
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Address	
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Date of Birth	
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Home Phone No	
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Mobile Phone No	
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Duration of career break being applied for (years)	
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Reasons / Purpose of Career Break

1. I have read and accept the terms of the school’s Career Break Policy and the Department of Education and Skills Terms and Conditions of Employment for Registered Teachers (DES June 2017, Chapter 8).
2. I note that the Board will deal with all Career Break Applications at its’ February meeting.

Signed _____ Date _____

This Application Form to be submitted to the Secretary, Board of Management on or before 1st February of the preceding year for which the career break is being applied for.