

Statutory and Non-Statutory Leave Policy for Teaching Staff



Introduction

Our Lady of Mercy College is a voluntary Catholic secondary school, under the trusteeship of CEIST, which caters for students of all backgrounds and abilities. We aim to provide our students with an education that equips them for life and living in the modern world. We aim to challenge students to share with us the Christian vision of life. We have drawn up a Mission Statement that describes the kind of school we wish to be. We hope that every member of the school community will attempt to live by it and we intend that all of our decisions are informed by it and our school development plans based on it. In this policy the term 'Parent' is taken to include the term 'Guardian'.

Mission Statement

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

The Mercy Ethos

Mercy Education is committed to ongoing whole-school development in collaboration and partnership with the Board of Management, Staff, Pupils, Parents and the wider community. Our school was founded by the Sisters of Mercy in 1967 and became part of CEIST in 2007. Our current student population is approx 400



CEIST (Catholic Education, an Irish Schools Trust) was established by five Catholic Religious Congregations – Daughters of Charity, Presentation Sisters, Sisters of the Christian Retreat, Sisters of Mercy, and Missionaries of the Sacred Heart – to provide a sustainable moral and legal trustee framework for post-primary Catholic education in Ireland. Rooted in the founding vision

of its Congregations, CEIST emphasises the dignity and rights of individuals, empowers the vulnerable, and prepares young people to be agents of social transformation. The Trust is dedicated to fostering inclusive, hospitable, excellent, and compassionate learning environments inspired by Gospel values and the wisdom of its Founders. CEIST promotes collaborative school faith communities, supports staff in their essential roles, and addresses the evolving needs of youth. Engaging in ecumenical dialogue, CEIST values its Catholic identity while working with other Christian traditions and all people of goodwill to advocate for the poor, justice, and environmental stewardship, respecting diversity.

- Promoting spiritual and human development.
- Achieving quality in teaching and learning.
- Showing respect for every person.
- Creating community.
- Being just and responsible

Inspired by the vision of Catherine McAuley, Our Lady of Mercy College provides the conditions and experiences which will promote the development of the full potential of each person including the spiritual, moral, physical, social, aesthetic, intellectual and vocational development.

We strive to ensure that every member of the school community is held in very high regard and their dignity, worth and individuality is respected. We aim to build a sense of community based on Christian values.

Statutory and Non-Statutory Leave Policy for Teaching Staff

Introduction

The Board of Management of Our Lady of Mercy College (hereinafter called the Board) has consulted with the principal partners involved in the education of our students in the formation of the school's policy on Statutory and Non-Statutory Leave for the teaching staff in Our Lady of Mercy College. This policy should be read in conjunction with the Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools 2nd Edition 2017 published by the Department of Education and Skills (DOE) or any subsequent publication by the DOE affecting the Terms and Conditions of Teachers.

It should be noted that all requirements in relation to Teaching Council Registration, Garda Vetting and Occupational Health Requirements should be adhered to when applying for and returning from BOM approved leave.

Statutory Leave

The Board grants statutory leave in accordance with the Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools 2nd Edition 2017 published by the Department of Education and Youth (Hereinafter called DOE) or any subsequent publication by the DoE affecting the Terms and Conditions of registered Teachers, (hereinafter referred to as The Terms and Conditions Publications). Furthermore, the Board grants statutory leave in accordance with Circular 0054/2019 and all relevant circulars and information notes. (See Appendix A)

Parental Leave

The Board grants Parental Leave in accordance with the Terms and Conditions Publications and accordingly the Board reserves its right to authorise the postponement of Parental leave, for justifiable reasons related to the school. The justifiable reasons which may be considered by the Board in authorising the postponement of parental leave is outlined below with regard to the considerations applicable to applications for non-statutory leave.

Rationale Underpinning the School's Leave Policy

Under the general provisions set out in the Terms and Conditions Publications, the Board, as the employer of teaching staff must develop and maintain a policy on teacher absences including non-statutory schemes, specific to the needs of the school. In drawing up this policy the following considerations will assist the decision-making process by the Board on each application. In considering leave requests, the Board will have due regard to the Terms and Conditions publications and any other DOE publications which has been or will be published, affecting statutory and non-statutory leave.

The Board has made every effort to balance the legitimate expectations of teachers with the needs of students in this policy. However, the Board states that in drawing up this policy, the health and safety, the welfare and the educational needs of students, shall take precedence over all other considerations.

In order to achieve this balance, the Board will consider all applications for non-statutory leave, considering its statutory obligations and the entitlements of the teacher as outlined in the Terms and Conditions Publications.

Taking the statutory entitlements of teachers to take leave and the Boards commitment to provide for the welfare and the educational needs of the students in Our Lady of Mercy College into consideration, the Board will also take account of the following:

Considerations

- In accordance with the DOE Terms and conditions publications, the Board states that in drawing up this policy, the health and safety, the welfare and the educational needs of students, shall take precedence over all other considerations.
- The likely availability of a suitably qualified replacement teacher to take up duty on the applicant's departure.
- The Board recognises the benefits of the DOE schemes in relation to Career Break and job-sharing. These schemes provide family friendly working arrangements for those teachers who need them on a temporary basis. They provide teachers with opportunities to further their professional and personal development through the acquisition of professional skills, academic qualifications, and alternative experiences, which may directly benefit the students they teach in the school
- The Board recognises the benefit of teacher engagement with SEC work. It provides teachers with opportunities for further professional development which will directly benefit students they teach and their colleagues in their subject departments. State examination work is also very necessary work which ensures the national system works for students.
- The Board may consider the individual personal circumstances and the purpose of the leave request in making decisions regarding applications for non-statutory leave
- The Board will endeavor to strike a balance between the needs of teachers and students and the long-term good of the school as a stable educational environment and workplace.
- The Board will endeavor to maintain the school as a stable educational environment. Important factors to be considered in maintaining a stable educational environment are the continuity of teaching for students, the professionalism and expertise of the staff.
- The Board will endeavor to maintain the stability of the educational environment within individual subject departments by ensuring that the granting of non-statutory leave to members of any department does not create an imbalance between substitute teachers and permanent teachers in that department
- The overall number of teachers who are available to teach their timetabled classes at any one time in the school
- An important consideration is that the school may have a limited number of suitably qualified and experienced teachers to draw upon when seeking teachers for hours arising from a teacher who is job sharing. Teachers whose contract is based on hours arising from an allocation by the DOE for a teacher who has been granted job sharing leave, have no entitlement to a contract of indefinite duration (CID) under the terms of Circular 0023/2015
- The Board's right to authorise the postponement of parental leave as outlined in the Terms and Conditions Publications
- In accordance with The Terms and Conditions Publications the Board will seek to honor the spirit of the job-sharing scheme in so far as is practicable given the timetabling

constraints and the Board's desire to prioritise continuity of the learning experience for students. This may mean that teachers are on job-share and can be timetabled over 5 days.

The Board will endeavor to consider each application on its own merits while at the same time taking account of the above considerations.

If the school's allocation of staff by the DOE is in a surplus situation, i.e. the school will not receive an allocation from the DOE to replace that teacher, the Board may use the above considerations to decide which leave application will be approved by the Board. A surplus situation could arise where the DOE changes the pupil teacher ratio or where there is a fall in overall enrolment.

Other Non-Statutory Leave Not Covered Under the Terms and Conditions Publications

1. Force Majeure Leave/Illness in Family Leave and Bereavement Leave

Circular Letter 19/00 and Circular letter 17/99 and Circular 0078/2022 outlines the extension of substitute cover to include certain teacher absences arising out of Particular Family Events i.e. Force Majeure Leave/Illness of a family member and Bereavement leave entitlements

A school authority, may out of funds provided by the Department, pay the cost of a substitute teacher who is engaged to replace a member of its teaching staff whose absence is approved by the school authority arising out of the following:

- (a) Force Majeure Leave within the terms of Circular 0058/2023
- (b) Illness of a family member who is certified by a medical practitioner as requiring constant care and attention for the period of recuperation from the illness
- (c) Bereavement leave as per Appendix A of circular 0078/2022

Please note that in the case of bereavement leave the leave must be taken immediately following the date of the bereavement. Substitute cover is provided by the Department in such cases.

The Board shall approve leave set out in the above circulars as follows: Teachers availing of this leave should inform the Principal in writing at the earliest opportunity that they are availing of this leave by completing Appendix C of circular 0058/2023.

When applying for Force Majeure Leave/Illness in Family Leave, the teacher should provide certification from a medical practitioner stating that the family member concerned requires constant care and attention for the period of recuperation from the illness.

The first day of each absence due to Force Majeure leave/Illness of a family member leave is covered under the Supervision and Substitution scheme and there is paid substitution provided by the Department of Education and Skills for any subsequent days.

2. Secondment Leave (circular 0029/2018.pdf)

The Board shall consider leave applications as set out in Circular Letter 0029/2018 or any further DOE Publications. The Board will consider this leave in line with the considerations and conditions outlined above for Non-Statutory Leave and in line with the terms of circular letter 0029/2018.

3. State Examinations Work during Term Time

The Board fully accepts the professional development which work carried out for the State Examination Commission provides for teachers and the subsequent experience this affords their students and colleagues.

In addition to the considerations set out above relating to all forms of non-statutory leave the Board sets out the following conditions and considerations which may be considered in approving leave to undertake paid work for the State Examinations Commission (hereinafter call the SEC):

- All applications for leave to undertake paid/ contracted employment with the SEC must be made to the BOM at the first meeting of the Board in any given academic year. The staff will be notified in advance of the date of the first Board meeting.
- The applicant when submitting their application should undertake to provide substitution cover and provide the Board with details of that cover as soon as is practicable thereafter but no later than the Board meeting immediately prior to the work. The applicant should outline the nature of the work being undertaken and the time commitment involved. They should further outline how this professional development will contribute to their professional development and the professional development of their colleagues in their respective subject department or programmes. A template will be provided.
- In the case of marking state examination material during the academic year, the applicant will undertake in their application to carry out this work outside of the normal school day.
- The applicant needs to make necessary arrangements in relation to their lunch and break time supervision and hall substitution duties when undertaking state exam work.
- The applicant must ensure that they are available to facilitate Junior Cycle Classroom Based Assessment as required in their subject area.

- If the applicant is successful in their application to the state exams, they will communicate with the Board the details of substitution cover provided for the conference and the examining days.
- The applicant must be available for the parent meetings of the students they teach, staff meetings, in service training and additional hours under public service commitments during this exam work as outlined in the school calendar
- The applicant shall leave appropriate assigned work to be covered by their students and substitute teacher during their absence
- SEC work which involves a conference of 1-2 days in duration and all other examining work is carried out outside of normal tuition time will be reviewed separately by the BOM taking into account the needs of the school, all considerations under the leave policy and Health and Safety.
- All other forms of SEC work: In the case of oral examinations, practical examinations, LCA task examinations and any other future forms of examination work where teachers need to absent themselves from school: Where more than one teacher from the same subject area wish to undertake work for the SEC at the same time teachers are asked to ensure that requests are rotated between teachers wishing to avail of this. Where agreement cannot be reached the matter can be referred to the Board of Management.

4. Casual Personal Leave

The Board may grant special leave to a teacher for up to five school days in a school year for events which are scheduled for dates which are outside the control of the teacher. Given the number of annual leave days available to teachers, personal leave may not be granted to make provision for an event.

A signed letter of application to the Board should be submitted in respect of personal leave applications as soon as the applicant becomes aware of the date of the proposed leave, outlining the reason for the leave and outlining the cover provided. The leave may be granted subject to this cover being in place and work being assigned to the class during that time. Please note that this letter should be signed by the applicant. (a typed signature is not sufficient as per OLCS requirements)

Such absence or absences should be notified to the Department of Education and Science by the school beforehand, or if this is not possible, immediately afterwards.

Teachers need to make necessary arrangements in relation to their supervision and substitution duties while on casual personal leave.

5. Marriage Leave

Seven consecutive calendar days leave may be granted to those teachers who get married during the school term. These seven days include Saturday and Sunday and should include the date of marriage.

The week cannot be extended on the grounds that the school was closed during the week for a Church Holiday, public holiday, etc., i.e. if the first day of marriage leave absence is on a Monday and the school is closed on the following day for a Church Holiday, the teacher should resume duty on the following Monday.

In the case of a teacher marrying during the vacation period he/she should resume duty one week following the date of marriage, or the day on which the school re-opens after vacation, whichever is later.

A signed letter of application to the Board should be submitted before commencement of the leave. There are no Department provisions for the payment of a substitute to cover the teacher taking marriage leave.

6. Jury Service Leave

Under legislation, a secondary teacher is obliged to serve on a jury, if summoned, unless he/she can produce a letter for the County Registrar that the school authorities deem that the teacher's presence in school is essential for the purpose of teaching and supervising their classes. The acceptance of such a letter is at the discretion of the Registrar.

A substitute may be employed for the period of jury service and Department recoupment will be made.

Notification of Absences from School

If a teacher needs to absent themselves from class during the day due to unforeseen circumstances, they are obliged to speak to a member of the SMT beforehand in order to ensure that adequate provision is made for students.

If a teacher is unable to attend work on any particular day, they must notify a member of the senior management team (hereinafter called the SMT) as soon as they become aware of the likelihood of their absence particularly if the absence is certified by a medical practitioner. However, in any event, if a teacher is unable to attend work due to unforeseen circumstances including self-certified illness, the teacher must contact the DP before 8am on the morning of the absence, to ensure that adequate provision is made for students. Please note that the type of leave (e.g. Certified/Self Certified/Bereavement) should be communicated.

Please note that medical leave will be entered on Online Claim Service (OLCS) as self-certified until the medical certificate(s) are received by the principal with the exact dates of certification. If a teacher returns to work before the expiry of the medical certificate a revised certificate will be necessary.

Teachers who unexpectedly find themselves late for work should notify a member of the SMT as soon as is practicable. In the absence of a response the teacher should contact another member of the SMT until they receive a response..

Applications for Non-Statutory Leave

Applications should be made in writing on the approved forms, by the prescribed dates as detailed in the Terms and Conditions Publications. Where no such DOE approved form exists for the particular form of leave, the application should be made by means of a signed letter (handwritten signature) outlining the purpose of the leave etc. well in advance of the proposed leave. In addition, the teacher must undertake to be available for the parent meetings of the students they teach, staff meetings, in-service training and additional hours (pro rata) under public service commitments.

This policy was reviewed and ratified by the Board of Management on 10th September 2025



Gerry Lambe

Date: 10/9/25

Appendix A - Leave Types Summary

Assault Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0061/2017	Leave of absence under this scheme may be granted to a teacher who is unable to perform his/her duties due to a physical injury following an assault in the course of the teacher's duties and during approved school activities.	Maximum of 92 days (3 months) at full pay in a rolling 4-year period. In exceptional cases, such as where a significant period of hospitalisation is required or in situations of a second or subsequent incident of assault, the leave may be extended for a further period not exceeding 3 months (91 days) at full pay, subject to an overall limit of 6 months (183 days) at full pay in a rolling 4 year period. Any subsequent absence will be dealt under the Sick Leave scheme.	Paid	Paid substitute	Non-casual or casual appointment depending on time. OLCS.

Adoptive Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0054/2019 Chapter 3	Adoptive Leave is granted to teachers who are adopting mothers or sole male adopters. The adopting father who is not a sole male adopter may be entitled to Adoptive Leave in certain circumstances. Please see paragraph 14 for details on this provision.	24 consecutive weeks from the date of placement with further option of additional 16 weeks unpaid leave	24 paid weeks, 16 unpaid	Paid substitute	Non-casual appointment OLCS

Bereavement Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0078/2022	Available in the event of a bereavement involving a relative.	Immediate family – maximum 20 working days. Immediate relative – maximum 5 working days. Other	Paid	Paid substitute	Paid substitute OLCS

immediate relative –
1 working day

Career Break

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0054/2019 Chapter 7 & Information Note TC/IN 0007/2023	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	Paid substitute*	RPT (fixed term)

Carer's Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0054/2019 Chapter 6	Leave to allow a teacher a period of unpaid leave in order that he/she may provide full-time care and attention to a relevant person i.e., a person deemed to be in need of this	104 weeks in respect of one relevant person.	Unpaid (may be entitled to carer's benefit)	Paid substitution	Non-casual appointment. Paid substitute OLCS

level of care by the DEASP.

Covid Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Information Note TC/IN 0004/2023 & Circular 0038/2022	From 22nd May 2023, for teachers who begins to display COVID-19 symptoms or tests positive for COVID-19 .	A maximum limit of 5 consecutive days. Special Leave with Pay (includes weekends/school closures), in any one instance, will apply. Where the employee is medically unfit for work after the 5 consecutive days, the terms and conditions of the Sick Leave Scheme will apply. As public health advice may change, please always refer to the HSE website for the most up to date information.	Paid	Paid substitute	Paid substitute OLCS

Force Majeure Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0017/1999 & Circular 0006/2014 Paragraph 9	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. 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.	Paid	Day 1 – S&S of each leave period taken. Remaining days of – paid substitute.	S&S Paid substitute OLCS

Illness of a Family Member

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0019/2000 & Circular 0006/2014 Paragraph 9	Illness of a family member (certified) requiring constant care and attention for the period of recuperation from the illness.	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. 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.	Paid	Day 1 – S&S of each leave period taken. Remaining days – paid substitute.	S&S Paid Substitute OLCS

Job-sharing

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0054/2019 Chapter 8 & Information Note TC/IN 0006/2023	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	Paid Substitute*	RPT (fixed term) teacher appointment

Jury Service

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
No particular circular for the post primary sector. Circular 0018/2000 Primary Schools Legislation	Legally summoned to serve on a jury	For the period of time required by the Court.	Paid	Paid substitute	Paid substitute OLCS

Marriage Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
No particular circular for the post primary sector. Circular 0018/2000 Primary Schools Legislation	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	Paid	No paid substitute – colleagues cover	No substitution

(e.g., bank holiday,
vacation days)

Maternity Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0054/2019 Chapter 2	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	26 paid weeks	Paid substitution	Non-casual appointment

Parents Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0050/2022	Parent's Leave is available to the relevant parent. to enable them to provide, or assist in the provision of, care to the child. Parent's Leave can be taken as follows:- (a) a continuous period of 7 weeks (i.e. 49 consecutive days including weekends, school closures and days on which a teacher is not timetabled for attendance within that period) (b) 7 instances of one -week blocks or (c) any combination, subject to a combined total of 7 weeks. This also applies to JobSharing teachers.		Unpaid. Parent's Benefit subject to PRSI contributions.	Paid substitution	Non-casual or casual appointment depending on time. OLCS.

Parental Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
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Circular 0010/2023	Care of young children	26 weeks per child up to the age of 16 years.	Unpaid	Paid substitution	Non-casual or casual appointment depending on time. OLCS
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Paternity Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpai d Leave for Teacher	Paid/Unpai d Cover	Contract Type
Circular 0054/2019 Chapter 4 & Information Note TC 0004/2022	Available to a relevant parent on the birth/adoption of a child.	2 consecutive weeks – may commence at anytime from the date of birth/placement to 26 weeks thereafter.	Paid	Paid substitution	Casual appointment . OLCS

Personal Days

Circular Letter	Purpose	Maximu m Period	Paid/Unpai d Leave for Teacher	Paid/Unpaid Cover	Contract Type
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DE website	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 substitution -- teacher to arrange own cover.	No paid substitution
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Secondment

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0029/2018 & Secondment to European Schools	Temporary assignment of a teacher to an external organisation	Maximum of 5 years to outside organisation or Dept funded national programme	Paid (by host organisation)	Paid substitution*	RPT (fixed term) appointment

Sick Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0013/2024 replaces Sick Leave in circular 0054/2019	Sick Leave may be granted to a teacher who is unable to perform their duties because of illness, injury or when absent for the purpose of obtaining medical related services e.g. a doctor, dentist provided appointments could not have been arranged outside of regular working hours or days,	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	Full pay followed by half pay followed by TRR if eligible. The rate of TRR is 37.5% of The Remuneration that Would otherwise accrue to the person were they not on sick leave.	Self-certified : S&S cover Paid substitution	Non-casual or casual appointments depending on time. OLCS

teacher does not
qualify for TRR

Unpaid Leave

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0054/2019 Chapter 11	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	Casual appointment. OLCS

Voluntary Search & Rescue

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0001/2019	May be granted to a teacher who is a member of a voluntary search & rescue organisation (e.g., Coast Guard) called out on a search & rescue operation	5 school days in any school year	Paid	Paid substitute	Casual appointment. OLCS

Partial Absence

Circular Letter	Purpose	Maximum Period	Paid/Unpaid Leave for Teacher	Paid/Unpaid Cover	Contract Type
Circular 0037/2023	There are situations where it is necessary for teachers to be absent for a portion of the school day, for the purposes of attending medical related service appointments resulting in a partial Absence from the workplace. Please note that this leave only applies in respect of medical	Maximum aggregate time permitted of 2 days (8 hours 48 minutes) per school year. The duration of the absence will be calculated by reference to the amount of class contact missed during the absence, The teacher must attend for duty prior to and/or following the medical appointment. Absences of the teacher for a full day	PAID	NO Paid Substitution	

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