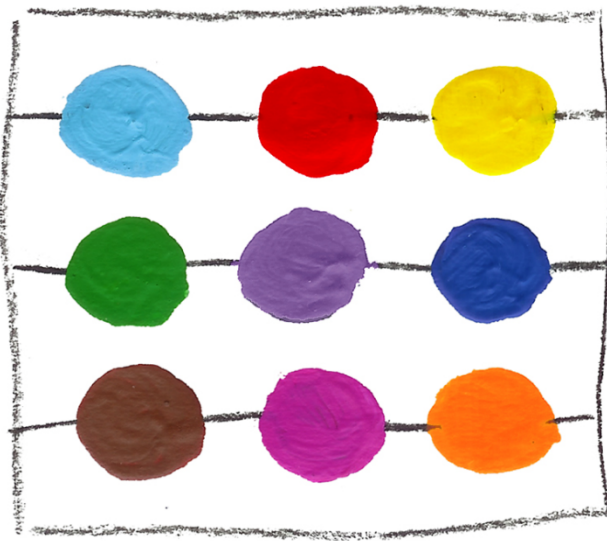


# Career Break, Job-sharing & Leave Policy



*Carrigaline Educate Together N.S.*

This document is intended to provide details of the main policies of Carrigaline Educate Together National School (CETNS). It is intended to help parents and guardians understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

<b>Version</b>	<b>Description</b>	<b>Authors</b>
April 2016	First version of policy	Board of Management
October 2017	Review of Policy	Board of Management
March 2020	Review of Policy	Board of Management
January 2023	Review and amendments of current policy in line with best practice	Board of Management

**School Contact Details**

**Principal:** Rory Ward

**Board of Management Chairperson:** Eric Hurley

**School Phone Number:** 021-4375616

**Address:** Carrigaline Educate Together National School, Cherry Blossom Road,  
Kilnagleary, Carrigaline, Co. Cork P43YX86

# Career Break, Job-sharing & Leave Policy

## Introduction

This policy is the result of the collaboration of the Policy Committee, together with the Board of Management. It is reviewed regularly, most recently by the In-School Management (ISM) Team in line with the most recent circulars and current best practice in relation to promotion of staff well-being.

## Rationale

The Board of Management identified the need for a policy to ensure procedures are in accordance with Circulars 0054/2019, 0035/2019, 0075/2015 and 0041/2014

## Relationship to the Characteristic Spirit of the School

The Career Break, Job-sharing & Leave Policy reflects the overall ethos of the school which states:

Carrigaline Educate Together N.S. is one of a number of multi-denominational schools throughout the country. The representative organisation for these schools is 'Educate Together'.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education and Science and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

- **Equality based** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities,
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (*Source: Educate Together Charter*)

Whilst the concepts of child-centeredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

*Information taken from the Educate Together website [www.educatetogether.ie](http://www.educatetogether.ie)*

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: Morality & Spirituality, Equality & Justice, Belief systems, Ethics & the environment.

Denominational instruction is facilitated by the school insofar as groups are permitted to use the school premises. This is organised by parents outside of school hours.

The Career Break, Job-sharing & Leave Policy recognises and endeavours to adopt the values that are set out in the ethos of the school for those at work in the school. It attempts to support and sustain a harmonious environment in which the potential of all staff is nurtured through the co-operation between staff, pupils, parents, board members and all other relevant parties.

### **Aims**

The Career Break, Job-sharing & Leave Policy aims to:

- Develop and maintain a policy statement specific to the needs of the school in relation to the approval of career breaks, job-sharing and other leave
- Ensure the welfare and educational needs of the pupils takes precedence over all other considerations in relation to the sanctioning of career breaks, job-sharing and other leave
- Ensure that career breaks, job-sharing and other leave have due regard to the capacity of the school to meet its obligations to its pupils and therefore apply a reasonable limit to the number of its teaching/SNA staff that may be absent on career break or on leave at any one time
- Clarify the school's procedures in relation to career breaks, job-sharing and other leave
- Recognise the importance of staff well-being in the overall efficient operation of the school

## **Career Breaks**

### **Definition**

A career break means special leave without pay. The main objectives of this scheme listed below, which are not exhaustive, is for Board of Management, wherever possible to facilitate applicants in the areas of:

- Personal Development
- Educational purposes
- Public Representation
- Family reasons
- Self-employment
- Voluntary Service Overseas (*teacher only*)
- Accompany spouse/partner on Diplomatic/Military Posting (*teacher only*)

### **Eligibility**

A teacher may apply for a career break where they:

- are registered with the Teaching Council and
- have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service in the school. This requirement is waived where a teacher is compulsorily redeployed into a school provided that they have worked at least one full year in their former school prior to redeployment

An Additional Needs Assistant (ANA) may apply for a career break where they:

- have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service in the school

### **Posts of Responsibility**

- A teacher on career break will retain eligibility to apply for a Post of Responsibility (i.e. Assistant Principal 1 and Assistant Principal 2) which occurs in the school and they shall be notified of any vacancies by the Board of Management

### **Duration of Career Break**

- A teacher/ANA may engage in this scheme subject to an overall maximum absence of 10 years in the course of their professional career
- A career break shall be a period of not less than 1 school year and may be extended on an annual basis provided the total period of the career break does not exceed 5 years at any one time
- A subsequent career break may not be taken until the teacher/ANA has served for a period equal to the duration of the previous career break. In the case of a teacher wishing to avail of a career break to undertake voluntary service abroad/missionary/ diplomatic/military/oireachtas/or study leave this requirement will be waived
- A career break shall commence on the start of a school year and a return to duty in the school which granted the career break shall not be permitted other than on the start of a succeeding school year
- In exceptional circumstances, the Board of Management may authorise a teacher/ANA to commence a career break during the course of a school year and

terminate not earlier than the end of that school year. This is deemed to be a one year career break

## **Operation of the Scheme**

### *Teachers*

- A teacher seeking a career break must submit a written application to the Board of Management not later than the 1st February of each school year prior to that in which they propose to commence/continue the career break
- The Board of Management shall issue a written notice of approval or refusal to the teacher by 1st March at the latest and submit notice of the career break absence to the Department (via the On Line Claims System) on or before 1st April

### *Additional Needs Assistants (ANAs)*

- An ANA seeking a career break must submit a written application to the Board of Management not later than the 1st March of each school year prior to that in which they propose to commence/continue the career break
- The Board of Management shall issue a written notice of approval or refusal to the ANA by 1st April at the latest and submit notice of the career break absence to the Department (via the On Line Claims System) on or before 1st May

### *Teachers & ANAs*

- The application must provide clear details of the exact purpose of the career break (*see Appendix A - Circular 0054/2019 & 22/2012*). A late application may be considered by the Board of Management in exceptional circumstances
- Taking account of the extent of arrangements to be put in place by the Board of Management to cater for the career break, an applicant shall not be permitted to withdraw his/her application after the 14th April. In exceptional circumstances the Board of Management, in its sole discretion, may consider a later withdrawal of a career break application
- A teacher/ANA who wishes to extend their career break must apply for this extension on an annual basis
- Each application for or extension of a career break shall be considered on its own merits by the Board of Management. The decision of the Board of Management is final

### *Principal*

- The Principal will list the names of all teachers/ANAs availing of a career break on the annual change of staff form

## **Resumption of Duty following a Career Break**

### *Teachers*

- A teacher/ANA must notify the Board of Management by the 1st February of their intention to return to teaching from a career break at the beginning of the next school year
- It is the responsibility of the teacher returning from a career break to ensure that they are registered with the Teaching Council on the intended date of resumption. Please note that the Teaching Council registration process, which includes vetting, may take up to 12 weeks during the peak period of July and August. Additional police clearance requirements may also be applicable where

teachers have lived abroad. Teachers are therefore advised to commence the registration process once they have notified the school of their intention to return to work

- The terms and conditions of teachers in general including the terms of any redeployment scheme existing at time of return shall apply to a teacher resuming duty after a career break

#### *Additional Needs Assistants (ANAs)*

- A teacher/ANA must notify the Board of Management by the 1st March of their intention to return to teaching from a career break at the beginning of the next school year
- An ANA returning from career break must comply with the Garda Vetting regulations in operation at the time of return

#### *Teachers & ANAs*

- Failure to notify of the intention to return as per dates in the policy may result in the return being deferred for a further school year (e.g. in the event that the late notification resulted in contractual difficulties for the Board of Management)
- A teacher/ANA returning from a career break in excess of two school years shall be screened by the Occupational Health Service (OHS). It is a pre-requisite for the restoration of salary that the teacher/ANA is deemed medically fit for teaching duties by the OHS before they are permitted to resume his/her teaching post. The procedures to be followed are available in the Employers Procedures Manual (Chapter 2) which is located at Appendix A of the Sick Leave Scheme

### **Resignation while on Career Break**

- A teacher/ANA on a career break who wishes to resign from their post must notify the Board of Management in writing in accordance with their terms of employment
- If a teacher/ANA resigns from the career break during the course of the school year, that year will be deemed to be a full school year for the purposes of the Career Break Scheme should the teacher/ANA re-enter teaching service at a later date
- In the event that a teacher/ANA fails to resume duty at the end of an approved period of career break, the Board of Management shall immediately notify the Department so that incremental salary will not be issued. The Board of Management shall also take timely action to establish the position and may if appropriate initiate agreed disciplinary procedures

## **Job-Sharing**

### **Definition**

Job-sharing, in this school's context, is when two teachers or two ANAs share a whole-time post on a 50:50 basis

### **Eligibility**

A teacher may apply for job-sharing where they:

- have registered with the Teaching Council and
- have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service in the school. This requirement is waived where a teacher is compulsorily redeployed into a school provided that they have worked at least one full year in their former school prior to redeployment
- holds a post for the following school year greater than 50% of a whole-time teacher. (i.e. 14 hours 10 minutes per week)

An Additional Needs Assistant (ANA) may apply for a job-sharing where they:

- have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service in the school

Job sharing is not available to the following:

- Principal
- Teachers on secondment

### **Leadership & Management Posts**

- Where a primary school Deputy Principal is approved for job sharing they must relinquish their post of responsibility and the appropriate allowance for the duration of the job sharing arrangement
- An Assistant Principal I or II (i.e. AP1 or AP2) may retain their post of responsibility allowance while job sharing provided the Board of Management decides that the duties of the post can be performed in full. Where a Board of Management decides that it is not possible for the job-sharing teacher to perform the full duties of the post, an acting AP1/AP2 (as appropriate) may be appointed and the allowance will be shared equally between the two teachers (i.e. the acting post-holder and the job-sharing teacher.) The allowance shall be restored to the actual post holder on resumption of full-time duties
- The acting post-holder will not establish personal entitlement to the allowance and will therefore relinquish same when the Job Sharer resumes full-time roles and responsibilities
- A teacher who holds a Leadership and Management post allowance (including holders on a personal basis), who are based in another school on an inter-school job-sharing scheme must relinquish their Leadership and Management post for the duration of the inter-school job-sharing arrangement. The Leadership and Management post vacated by a teacher is subject to the terms as outlined in Department Circulars
- For further details, refer to Circular 0054/2019

### **Duration of Job-sharing Arrangement**



- The minimum period for which a job-sharing arrangement may occur is one school year i.e. commencing on 1 September and ending on 31 August each year
- In exceptional circumstances a Board of Management may authorise a job-sharing arrangement to commence during the course of the school year and terminate not earlier than the end of that same school year i.e. 31st August

## **Job-sharing Options**

- There are 2 options for a Job Sharing arrangement:
  - *Option 1: Share a whole-time post on a 50:50 basis*  
Share a whole-time post on a 50:50 basis with an existing whole-time teacher:
    - in the same school or
    - in another school under an inter-school Job-Sharing arrangement (*teachers only*)
  - *Option 2: Reduction of whole-time teaching hours to 50%*  
Reduction of whole-time teaching hours to 50% with a teacher recruited by the employer for the balance of the available hours on a (fixed-term) contract which will terminate at the end of the school year
- It is a matter for the employer (i.e. the Board of Management) to decide the job-sharing arrangement(s) which it is prepared to endorse e.g. split week, week on -week off, mornings / afternoons only. Subject to the employer's responsibility in this regard, timetable arrangements for job-sharing teachers/ANAs should be designed within the spirit of the scheme to facilitate the teacher/ANA, so far as is practicable

## **Operation of the Scheme**

### *Teachers*

- A teacher seeking to job-share must submit the prescribed application form Appendix A - Application Form for Job Sharing attached to Chapter 8 of Circular 0054/2019 to the Board of Management not later than the 1st of February prior to the school year in which they propose to commence/continue job-sharing
- In the case of an inter-school job-sharing arrangement, the BOM as hosting employer is considered to be the employer for both job-sharers for the duration of the job-sharing arrangement. The BOM must meet their statutory vetting obligations in accordance with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 and relevant Department Circulars
- The Board of Management shall issue a written notice of approval or refusal to the teacher by 1st March at the latest
- As soon as a Board of Management has decided to allow job-sharing, parents should be informed that their child(ren) would be taught by job-sharing teachers in the relevant school year. The Board is required to notify parents at the earliest possible opportunity via email
- In exceptional circumstances, the employer may permit a job-sharing teacher to withdraw from the job-sharing scheme and return to their original teaching post earlier than expected if they can be accommodated within the

approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond 1st November

#### *Additional Needs Assistants (ANAs)*

- An ANA seeking to job-share must submit the prescribed application form JS1 attached to the relevant circulars (0075/2015 or 0041/2014) to the Board of Management not later than the 1st March prior to the school year in which they propose to commence/continue job-sharing
- The Board of Management shall issue a written notice of approval or refusal to the teacher by 31st March at the latest

#### *Teachers & ANAs*

- Each application for an extension of a job-share arrangement shall be considered on its own merits by the Board of Management. The decision of the Board of Management shall be final
- A late application may be considered by the Board of Management in exceptional circumstances
- A teacher/ANA who wishes to extend a job-sharing arrangement must apply for this extension on an annual basis
- Taking account of the extent of arrangements to be put in place by the Board of Management to cater for the career break, an applicant shall not be permitted to withdraw their application after the 14th April or from once the replacement teacher/ANA's contract has been signed, whichever happens first. This shall be included in the notice from the school to the teacher/ANA
- A teacher/ANA on a career break or other approved leave of absence may apply to resume duties on a job-sharing basis

#### *Principal*

- The Principal must list the names of all teachers availing of job-sharing arrangements on the annual change of staff form. The job sharing application must be retained in the school
- A copy of an approved job-sharing ANA application should be submitted to the Non-Teaching Payroll Section of the Department by 1st May. In addition, the Principal must list the names of all special needs assistants availing of job-sharing arrangements on the Non-Teaching Staff Appointment Position Form

### **Duties**

- The BOM will ensure that appropriate communication processes must be in place between the two teachers or two ANAs sharing a post in order for them to fulfil the responsibilities of the post
- A job-sharing teacher/ANA must be available for relevant staff and parent meetings in accordance with school policy, practices and agreements
- The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers/ANAs who are job sharing
- A job-sharing teacher who is required to attend courses/school planning days on days they are not rostered shall be granted leave in lieu for such days. Leave in lieu will not be granted where the teacher's attendance on such days is part of the additional hours commitment under the current Public Service Agreements. Where leave in lieu is granted, confirmation of attendance at the course/school planning day should be submitted in writing to the employer who

must notify the Department via the OLCS system. Substitution for such days is not paid by the Department.

### **Appointment of a Replacement Teacher/ANA**

- Appointment of a replacement teacher/ANA will be carried out in accordance with Circular 0054/2019 and 0041/2014

### **Termination/Resumption of Duty following a Job-sharing**

- The Board of Management, through provision of and access to this policy, ensures that teachers/ANAs participating in the job-sharing scheme are aware that the arrangement may be terminated at any time if it is not operating in the best interests of pupils
- It is the responsibility of the Board of Management to ensure that the Payroll or Non-teaching Payroll Section of the Department is informed in advance of the date of termination of the job-sharing arrangement of the teacher/ANA and the date of termination of the employment of the replacement teacher/ANA in order to avoid any overpayments of salary
- Where a Board of Management decides to terminate a job-sharing arrangement of two ANAs, this must be enforced by 1st November of the year of the job-sharing contract
- In exceptional circumstances if a teacher/ANA wishes can be accommodated within the approved staffing allocation and subject to contractual arrangements, an application for withdrawal from a job sharing scheme and/or an earlier return to full-time employment may be considered by the Board of Management. However, such an application may not be considered beyond 1st November

### **Resignation while Job-sharing**

- A teacher/SNA on a career break who wishes to resign from their teaching post must notify the Board of Management in writing in accordance with the teacher's terms of employment

### **Position regarding Extra Personal Vacation (EPV) Days/**

#### **Discretionary Days while Job-sharing**

- Teachers involved in a job-sharing scheme do not take EPV Days due to concerns about the total number of teaching days which would be lost if job-sharing teachers were to avail of six or more EPV days during the school year, as well as their entitlement to 'days in lieu' in respect of public holidays. However, the school provides for job-sharing teachers to make arrangements to 'cover for the other teacher' as the need arises during the school year, with both teachers working an equal total number of days by the end of the school year. This is subject to it operating in the best interests of pupils
- Similarly, the school provides for job-sharing SNAs to make arrangements to 'cover for the other SNA' as the need arises during the school year, with both SNAs working an equal total number of days by the end of the school year. This is subject to it operating in the best interests of pupils

## Other Leave

### Leave of absences included under ‘Other Leave’

#### *Type A*

- Adoptive Leave
- Assault Leave
- Carers Leave
- Maternity Leave
- Paternity Leave
- Parental Leave
- Unpaid Leave

#### *Type B*

- Brief Absences
- Extra Personal Vacation Days
- Sick leave

### **Type A Leave**

- All of the above ‘Type A’ leaves will be subject to their relevant circulars as per the Department of Education website ([www.education.ie](http://www.education.ie))
- They require direct notification to the Board of Management

### **Type B Leave**

- All of the above ‘Type B’ leaves will be subject to their relevant circulars as per the Department of Education website ([www.education.ie](http://www.education.ie))
- They require direct notification to the Principal

### **Patterned parental leave**

Should a person wish to apply for yearlong patterned parental leave ie. week-on-week-off, it is important to note that it requires multiple applications (*See Chapter 5 - Appendix A Circular 005/2019 [https://www.into.ie/app/uploads/2019/06/Chapter5\\_Parental\\_Leave.pdf](https://www.into.ie/app/uploads/2019/06/Chapter5_Parental_Leave.pdf) for teachers. See page 11 for ANAs <https://www.gov.ie/pdf/?file=https://assets.gov.ie/13465/32f78323a71d4b228730982b8ec2168f.pdf#page=1> ).*

Application for Patterned Parental Leave should be made by the teacher to the BOM prior to the final meeting of the BOM at the end of the previous school year before the planned commencement date using the Application Form at Appendix A of the above document. The BOM, in granting Patterned Parental Leave should, 4 weeks prior to the planned commencement date, prepare with the teacher the confirmation document at Appendix B. This document constitutes a legal agreement between the parties. Where there are reasonable grounds to believe that the teacher may not be entitled to Patterned Parental Leave, the BOM may refuse to grant such leave, The BOM reserves the right to postpone parental leave for up to 6 months. They must do this before signing the confirmation document.

Reasons for postponement can include:

- Lack of cover while you are on leave
- The fact that other employees are already on parental leave

### **Limitations of sanctioning of career breaks, job-sharing & other leave**

- As a general principle every effort will be made by the Board of Management to facilitate applications for career breaks, job-sharing and other forms of leave from members of the teaching/ANA staff
- The maximum number of teachers on leave (including career break, exchange, job-sharing, secondment and Type A ‘Other Leave’) in any school year shall not exceed one quarter of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail
- The maximum number of ANAs on leave (including career break, job-sharing and Type A ‘Other Leave’) in any school year shall not exceed one quarter of the teaching staff. Exceptions to this quota may be made where specific personal/family circumstances prevail
- Where the number of applications for any form of long-term leave (including the extension of existing arrangements) exceeds the available quota, such applications will be considered on their merit by the Board of Management. The Board of Management may enlist the help of an independent assessor/advisor

## **Success Criteria**

Our Career Break, Job-sharing & Other Leave Policy will be seen to be working well when

- positive feedback from members of the school community is received
- the school community are clear about and are committed to the principles that are outlined in this policy and correct procedures are being implemented
- a policy statement specific to the needs of the school in relation to the approval of career breaks, job-sharing and other leave is developed and maintained
- the welfare and educational needs of the pupils takes precedence over all other considerations in relation to the sanctioning of career breaks, job-sharing and other leave
- the sanctioning of career breaks, job-sharing and other leave have due regard to the capacity of the school to meet its obligations to its pupils and a reasonable limit to the number of its teaching/ANA staff that may be absent on career break or on leave at any one time is applied

## **Roles and Responsibility**

The Board of Management, Principal, teachers and SNAs have both a role and a responsibility in successfully implementing this policy.

The policy will be monitored and evaluated on an ongoing basis by the policy committee.

## **Implementation Date**

This policy was implemented in April 2016. Amendments will be implemented immediately.

## **Timetable for Review**

This policy is to be reviewed during the school year 2025/2026

## **Ratification and Communication**

The policy will be communicated to members of the Board of Management prior to the meeting of the BOM on 23 February 2023. Parents will be made aware in the next school communication that the policy is available for viewing by appointment in school or alternatively online at: [www.carrigalineeducatetogether.ie/publications](http://www.carrigalineeducatetogether.ie/publications)

*Date of ratification:* 23 February 2023

*Signed:* \_\_\_\_\_  
CHAIRPERSON OF BOM

*Date:* \_\_\_\_\_

## References:

- Circular 0054/2019 - Chapter 7  
<https://www.gov.ie/pdf/?file=https://assets.gov.ie/229051/2bcc29cd-6266-47cf-8906-e9ef4ae80ac4.pdf#page=102>
- Circular 22/2012  
<https://www.gov.ie/pdf/?file=https://assets.gov.ie/13559/800b0fa19c8147408ecbf1e24e5c24b9.pdf#page=1>
- Circular 0035/2019  
<https://www.gov.ie/pdf/?file=https://assets.gov.ie/13559/800b0fa19c8147408ecbf1e24e5c24b9.pdf#page=1>
- Circular 0041/2014  
<https://www.gov.ie/pdf/?file=https://assets.gov.ie/13559/800b0fa19c8147408ecbf1e24e5c24b9.pdf#page=1>
- Circular 0054/2019 - Chapter 8  
<https://www.gov.ie/pdf/?file=https://assets.gov.ie/13559/800b0fa19c8147408ecbf1e24e5c24b9.pdf#page=1>

## *Appendix 1*

Career Break Application Form for Teachers. This is for reference only. See Circular 0054/2019 for printable copy

Page 1 of 2

### Appendix A - Application Form for Career Break

The Application Form should be fully completed annually and submitted to the employer prior to commencing or seeking an extension to a Career Break and not later than 1<sup>st</sup> February.

#### PART 1A- TEACHER APPLICATION

Teacher's Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

Have you previously taken a Career Break? Yes  No

If "YES" please provide dates of previous Career Break(s): \_\_\_\_\_

#### PART 1B - DETAILS OF PROPOSED CAREER BREAK

Proposed start date of Career Break: \_\_\_\_\_

Objective of Career Break (*please tick relevant box*):

- Personal Development
- Voluntary Service Overseas
- Accompany spouse/partner on Diplomatic/Military Posting
- Educational purposes
- Public Representation
- Family Reasons
- Self-employment
- Other

Additional Information to support Career Break application:

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**Declaration**

I wish to apply for a Career Break in accordance with the Career Break Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Data Protection Privacy Statement**

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Career Break application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

**PART 2 – EMPLOYER DECISION**

I certify that I have approved/refused (delete as appropriate) the Career Break application in accordance with the Career Break Scheme as set out in Circular 54/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

1) Application for Career Break

2) Copy of Decision Notice issued to teacher

Approved Career Break has been recorded on the OLCS/relevant ETB system

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form should NOT be submitted to the Department of Education and Skills. It should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***

## *Appendix 2*

Job-sharing Application Form for Teachers. This is for reference only. See Circular 0054/2019 for printable copy

## Appendix A - Application Form for Job Sharing

The Application Form should be fully completed annually and submitted to the employer not later than 1<sup>st</sup> February. A separate Application Form must be completed by each Job Sharing applicant.

### PART 1A – TEACHER APPLICATION

Teacher's Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

#### Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer enable your Job sharing application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

**PART 1B - DETAILS OF JOB SHARING APPLICATION**

Proposed start date of Job Sharing Arrangement: \_\_\_\_\_

Please indicate in the table below your proposed Job Sharing Options.

Tick relevant box	Job Sharing Options	Details
	<b>Option 1: (a)</b> Share a wholetime post on a 50:50 basis with an existing wholetime teacher in the same school.	Teacher's name: _____
	<b>Option 1: (b)</b> Share a wholetime post on a 50:50 basis with an existing wholetime teacher in another school under an inter-school Job Sharing arrangement (Primary schools only).	Name of other teacher: _____ Name of other school: _____ Roll No of other school: _____
	<b>Option 2:</b> Reduction of wholetime teaching hours to 50% with a teacher recruited by my employer for the balance of available hours.	

**Declaration**

I wish to apply for Job Sharing in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled 'Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools'.

Where relevant, I consent to the transfer of the personal information provided by me on this Application Form to the partner school involved in the proposed Job Sharing arrangement.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2 – EMPLOYER DECISION**

I certify that I have approved/refused (delete as appropriate) the Job Sharing application in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled 'Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools'. The following documents will be retained for audit purposes:

- 1) Application for Job Sharing
- 2) Copy of Application from Job Sharing partner (where applicable)
- 3) Copy of Decision Notice issued to teacher

Approved Job Sharing has been recorded on the OLCS/relevant ETB system

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer (Host school))

**\* The second signature below is only required in respect of an Inter-school Job Sharing Arrangement (Primary schools only)**

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer of base school)

\*School Name \_\_\_\_\_ Roll No: \_\_\_\_\_

*Application Form should NOT be submitted to the Department of Education and Skills. It should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.*