



Career Break Policy

INTRODUCTION

1. Staff of Scoil Mhuire Gan Smál can avail of special unpaid leave for a career break.

ELIGIBILITY

2. All permanent Scoil Mhuire Gan Smál teacher, secretarial and ancillary staff employees who have satisfactorily completed their probation and have not reached the minimum retiring age are eligible to apply for special leave for a career break.

ENTITLEMENT

3. A career break shall consist of special leave without pay for a period of not less than one (1) year and not more than two (2) years at any one time.. The initial career break will be for a period of one (1) year and an application must be made at the end of year 1 for a 2nd year..

4. One additional career break may be granted provided the period of service between career breaks is equal to the duration of the initial career break, and that the total period of the special leave does not exceed ten years (10) years in all.

GUIDELINES

5. A career break may be allowed for such purposes as further education, domestic responsibilities, third world assignment, self-employment or a stay abroad.

6. The application should be made before the 1st February to the Secretary of the Board of Management..

7. The granting of any application will depend on the merits of the application and on the requirements of the applicant's School/Department/Unit. A career break must be sanctioned by the Board of Management and the terms agreed in advance. Staff will be facilitated as far as possible but the demands of the service may require that some applications may be declined.

8. If the career break period is of one or two years duration, the staff member may, , return to the position held at the commencement of the leave period.

9. The onus is on the staff member concerned to inform the Board of Management before the 1st February of the year of the career break that:

(a). In the case of a one (1) year career break, that they are returning to duty on the completion of the career break or are seeking an extension

(b). In the case of a career break in excess of one (1) year, that they are available to return to duty at the end of the career break.

PROCEDURE

A written application for a career break, including details of the purpose of the career break, must be made on an annual basis to the Board of Management/Manager by 1st February.

1. A teacher returning from career break is required to inform, in writing, the Board of Management/Manager by 1st February of his/her intention to return.
2. The decision of the Board will be forwarded to the applicant following the next Board of management meeting.
3. A teacher may apply for a career break where he /she is registered with the Teaching Council and will have completed, at the end of the school year in which they are applying, 12 months of continuous service with the employer.
4. A teacher may engage in this scheme subject to an overall maximum absence of 10 years during his/her professional career.
5. A career break shall be a period of not less than 1 school year.
6. A career break may be extended on an annual basis provided the total period of the career break does not exceed 2 years at any one time.
7. A subsequent career break may not be taken until the teacher has served for a period equal to the duration of the previous career break. In the case of a teacher who wishes to avail of a career break to undertake voluntary service abroad, missionary, diplomatic, military, Oireachtas or study leave this requirement will be waived.

8. A career break shall commence from the start of a school year and a return to duty shall not be permitted other than at the start of a succeeding school year.

9. In exceptional circumstances, a Board of Management/Manager may authorise a teacher to commence a career break during the course of a school year and terminate not earlier than the end of a school year.