

Career Break Policy for Teachers

Scope of Policy

Teachers who have completed their probationary year may apply for the career break scheme. Principals and Deputy Principals are eligible to apply for career breaks. The duration of a career break may not extend beyond the end of the school year following the teacher's 60th birthday.

Relationship to Mission

Coláiste Muire is a member of the Presentation Brothers Schools Trust

Four core elements guide us:

- A genuine and tangible spirit of respect and caring for each member of the school community
- A comprehensive and holistic education
- A vibrant experience of community and partnership
- A deep commitment to gospel values as lived in the Edmund Rice tradition

Rationale

- To comply with the terms of Circular Letter 22/99 of the Department of Education & Skills
- To make teachers fully aware of the factors which the Board of Management takes into account when making decisions regarding career breaks

Goals

- To comply with the provisions of Circular 22/99 of the Department of Education & Skills
- To ensure that the welfare and educational needs of students take precedence over other considerations
- To enable teachers to have the opportunity to take a career break, once the welfare and educational needs of students are ensured
- To give the opportunity of employment to other qualified teachers

Career Break Policy

The Board of Management of Coláiste Muire, acknowledges the Career Break Scheme outlined by the Department of Education & Skills in Circular 22/99. The policy for operating the scheme is as follows:

1. The welfare and educational needs of the students shall take precedence over all other considerations.

2. Permanent/CID teachers who have satisfactorily completed their probation and who have not reached 60 years of age may be granted special leave without pay for a career break. The duration of a career break may not extend beyond the end of the school year following the teacher's 60th birthday.
3. A career break shall consist of special leave without pay for a period of not less than one school year and not more than five school years. In exceptional circumstances, the managerial authorities may authorise a teacher to commence a career break during the course of a school year; in such instance, however, the period of special leave will terminate not earlier than the end of the subsequent school year and is deemed to be a two year career break. The total period of a career break shall not exceed five years in all.
4. Any permanent teacher who wishes to be considered for a career break must make an application to the Board of Management on or before the 1st March of the school year preceding that to which the application refers.
5. The teacher shall furnish to the managerial authority precise details of the duration of the career break and indicate the purpose for which it is required.
6. The Board of Management may consider granting a career break for most purposes, such as personal reasons, family commitments, educational purposes and travel abroad.
7. Managerial authorities should not grant a career break where there is a potential conflict of interest between the employment in which the teacher proposes to engage and the educational purposes of recognised schools. (Circular 0022/99). A teacher on a career break is precluded from taking up an appointment in a permanent, temporary whole-time, eligible part-time or regular part-time teaching post in any second level or primary school within the State. A second level teacher on career break is also prohibited from engaging in substitute teaching except on an intermittent or casual basis. The taking up of a permanent teaching post in a third level institution within the state is not allowed whilst a person is on career break. A person whilst on career break from a second level school may take up an appointment (non permanent) in a third level institution for a maximum of three school years. (Circular 0022/99)
8. A career break shall normally be granted for one year. Applications for an extension must be made to the Board of Management on or before 1st March of the school year preceding that to which the extension refers.
9. The number of teachers allowed to participate in the career break scheme in any one year shall not exceeds 10% of the permanent teaching staff. The Board of Management shall carefully consider how the granting of a request might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum.
10. A fixed term teacher's entitlement to a career break shall cease on the expiry of the fixed-term contract and that contract not having been renewed. (Circular 0034/2009).

11. The sanctioning of a substitute teacher by the DES to facilitate the curricular needs of the school is essential. The Board of Management will be cautious in granting leave for a career break should the school be in an over-quota position, due to the policy of the Department of Education & Skills of not sanctioning the replacement of a teacher in excess of the school allocation.
12. The Board of Management will take into account the provisions of Circular 0022/2009 in relation to the Moratorium on Promotions in the Public Service. Appointments to Principal and Deputy Principal posts **can** continue to be made in the normal way, but appointments to permanent or acting posts of responsibility (other than Principal and Deputy Principal) **cannot** be made including those that were vacant on or before 27 March 2009.
13. In order to facilitate the curricular planning of the school, each applicant for a career break will be requested to indicate on the application form his/her future intention vis-a-vis returning to work.
14. The Board of Management shall examine each application in the light of this policy.
15. The following shall be considered only in exceptional circumstances: the granting of a request in excess of the specified number (see 4 above), a late application (see 2 and 3 above).
16. A second level teacher will retain an entitlement to resume duty in a permanent post on the termination of the approved period of the career break. The regulations in force at the date of resumption will apply to the staffing position of the school. (Circular 0022/99)
17. The terms of any existing redeployment scheme or any redeployment scheme agreed from time to time between the management authorities, teachers' representatives and the Department of Education and Skills shall apply to teachers resuming duty after career break in the same manner as to other teachers. (Circular 0022/99)
19. A teacher who has been on long term leave of absence of any kind in excess of two full school years, will be required, **prior to return**, to undergo a medical assessment through the Occupational Health Service for teachers. (Circular 0099/2008).
20. Teachers considering an application for a Career Break should contact the Department of Education & Skills regarding their exact entitlements and conditions under the Career Break Scheme as outlined in Circular 0022/99.

Review

- a) The Board of Management reserves the right to review or amend the policy in accordance with the needs of the school and with the policies of the Department of Education & Skills. Amendments to the policy shall be made known to the staff by 1st February and shall relate to the following school year.
- b) The policy will be reviewed by the Board of Management by 31st January 2013, if no previous review has been carried out under provision a) above.