

Leaves of absence: General Principles

- Colaiste Chríost Rí looks upon all forms of leaves of absence as opportunities to enhance the skills and experience pool of the school and of applicants
- There are three forms of leave of absence available to teachers subject to the consent of the Board of Management: **Secondment, Career Break and Job Sharing**, and the school will look favourably on all applications for such forms of leave.
- In considering any application for any form of leave of absence, the educational interest of the student shall take precedence over all other considerations.
- In consenting to any request for a leave of absence the Board shall have regard to the overall number of teachers in the school who are availing of such forms of leave.
- All forms of leave shall be given for one year only though any such leave may be extended by further period(s) of one year at a time.
- Leave for cumulative periods of more than one year cannot be presumed but will be facilitated, if at all possible.
- Notwithstanding the Board's favourable disposition to all forms of leaves of absence, it cannot enter into any form of understanding, implicit or explicit, that sanction for leave of absence can be presumed for periods of time greater than one year.
- While leave is sanctioned by the Board and facilitated with goodwill by School Management applicants need to be aware that there may be limitations and considerations about which the Board and/or in-house management must remain cognisant in the implementation of any successful request for leave of absence.
- The right to job-share is not an absolute right and the success of an application will be dependent on the following conditions:
 - ✓ the annual approval by the B.O.M. of each application

- ✓ the ability of the job-sharing arrangement to be accommodated within the school timetable without placing undue demands on the timetable or without significantly compromising the curricular needs of the school or the educational needs of the students
 - ✓ the eligibility of the applicant as specified in Circular 18/98
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- The applicant will be informed as to the Board's decision without delay once a decision on the matter has been made.

Coláiste Chríost Rí Secondment Policy
School Year 20012/ 2013

This Secondment Policy must be read in conjunction with Circular 0/07/2006 of the Dept of Ed & Science, the requirements of which form an essential core element of the Coláiste Chríost Rí Management Policy in relation to the secondment of a teacher to another employer.

The Board of Management welcomes in principle the secondment of a teacher to another employer. Its policy for operating the scheme is as follows:-

1. The welfare and educational needs of the students shall take precedence over all other considerations. [C.f. DES Circular 01/07/2006 (1.3)]
2. Any permanent member of staff (including those on contracts of indefinite duration) who wishes to be considered for secondment to another employer must make application to the Board of Management on or before 1st March of the school year preceding that to which the applications refer. Application forms are available from the Principal's office.
3. Secondment 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.
4. 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.
5. To facilitate the curricular needs of the school the availability of a suitable substitute teacher is essential. (Cf. DES Circular 0107/2006, a.5.4 & 6.2).
6. The Board of Management shall examine each application in the light of this policy. The following shall be considered only in exceptional circumstances:
(i) a late application (see 2 and 3 above)
7. The Board of Management reserves the right to review or amend this policy in consultation with the staff and in accordance with the needs of the school. Amendments shall be made known to staff by 1st February and shall relate to the following school year.
8. The Board will be cautious in granting secondment should the school have a surplus teacher/teachers due to the Department's policy of not sanctioning the replacement of a teacher in such circumstances.
9. A decision in the BOM to refuse a request for secondment or to terminate a secondment arrangement shall be final.

**Coláiste Chríost Rí Career Break Policy
School Year 2012 / 2013**

This Career Break Policy must be read in conjunction with Circular 22/99 of the Dept of Ed & Science, the requirements of which form an essential core element of the Coláiste Chríost Rí Management Policy in relation to the career breaks for teachers on the staff.

The Board of Management welcomes in principle the Career Break Scheme outlined by the Department of Education and Science (Circular 22/99). Its policy for operating the scheme is as follows:-

1. The welfare and educational needs of the students shall take precedence over all other considerations. (C.f. DES Circular 01/07/2006, 1.3; Circular 22/99, 4.1).
2. Any permanent member of staff (including those on contracts of indefinite duration) who wishes to be considered for a career break must make application to the Board of Management on or before 1st March of the school year preceding that to which the applications refer. Application forms are available from the Principal's office.
3. 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.
4. 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. To facilitate the curricular needs of the school the availability of a suitable substitute teacher is essential. (Cf. DES Circular 0107/2006, a.5.4 & 6.2).
5. The Board of Management shall examine each application in the light of this policy. The following shall be considered only in exceptional circumstances:
(i) a late application (see 2 and 3 above)
6. The Board of Management reserves the right to review or amend this policy in consultation with the staff and in accordance with the needs of the school. Amendments shall be made known to staff by 1st February and shall relate to the following school year.
7. The Board will be cautious in granting a career break should the school have a surplus teacher or surplus teachers due to the Department's policy of not sanctioning the replacement of a teacher in such circumstances.
8. A decision in the BOM to refuse a request for a career break or to terminate a career break arrangement shall be final.

Coláiste Chríost Rí Job-sharing Policy
School Year 2012/ 2013

This Job-sharing Policy must be read in conjunction with Circular 18/98 of the Dept of Ed & Science, the requirements of which form an essential core element of the Coláiste Chríost Rí Management Policy in relation to the Job-sharing Scheme for teachers on the staff.

The Board of Management welcomes in principle the Job-sharing Scheme outlined by the Department of Education and Science (Circular 18/98). Its policy for operating the scheme is as follows:-

1. The welfare and educational needs of the students shall take precedence over all other considerations. (C.f. DES Circular 18/98, 1.2; Circular 01/07/2006, 1.3; Circular 22/99, 4.1).
2. Any permanent member of staff (including those on contracts of indefinite duration) who wishes to be considered for the job-sharing scheme must make application to the Board of Management on or before 1st March of the school year preceding that to which the applications refer. Application forms are available from the Principal's office.
3. A job-sharing agreement shall normally be granted for one year. A job-sharer who wishes to be considered for an extension of another year must make an application the Board of Management on or before 1st March of the school year preceding that to which the extension refers.
4. 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.
5. To facilitate the curricular needs of the school the availability of a suitable substitute teacher is essential. (Cf. DES Circular 0107/2006, a.5.4 & 6.2).
6. A job-sharing agreement shall not exceed one year and may be extended at the discretion of the Board. In the interest of equity and fairness *vis-a-vis* colleagues who may wish to avail of the scheme, no one jobsharer may expect to job-share indefinitely.
7. While having the educational needs of the students as a priority in timetabling, due regard shall be shown for the welfare of the teachers including the job-sharer. After due consultation with the principal, who shall consider the legitimate needs of all members of the school community, timetables should be accepted in a spirit of co-operation.
8. The Board of Management shall examine each application in the light of this policy. The following shall be considered only in exceptional circumstances:
 - (i) a late application (see 2 and 3 above).
9. The Board of Management shall take considerations such as the following into account when allocating job-sharing places:
 - personal ill-health of the applicant or of a close family member who is a dependant of the applicant;
 - bereavement ;
 - the desire to devote more time to pre-school or school-going children;
 - proximity to retirement;
 - other life-style considerations or personal circumstances.

10. The Board of Management reserves the right to review or amend this policy in consultation with the staff and in accordance with the needs of the school. Amendments shall be made known to staff by 1st February and shall relate to the following school year.
11. A decision in the BOM to refuse a request for job-sharing or to terminate a job-sharing arrangement shall be final. However, an unsuccessful applicant may appeal.