# St. Paul's Secondary School

OUGHTERARD, CO. GALWAY H91 PT86

**Tel:** (091) 552689 **Email:** admin@stpaulsoughterard.ie


## Career Break Policy

(i) The needs of pupils shall take precedence over all other considerations, with respect to Career Break applications.

(ii) Applications for career break must be made by February 1st which precedes the intended commencement date of the teacher's leave from the school. All applications are to be in accordance with the circular 0054/ 2019 *Leave schemes for registered teachers employed in recognized primary and post primary schools.*

(iii) Any teacher on career break is precluded from taking up an appointment in any capacity in any state school within the state but in exceptional circumstances a teacher on a career break may be employed as a substitute teacher for a maximum of 300 hours in a school year.

(iv) A written application for a career break, including details of the purposes of the career break must be made on an annual basis (for those who take a period in excess of a single school year) to the Board of Management by the 1st of February.

(v) A teacher who is returning from career break is required to inform in writing, the Board of Management by the 1st of February of his or her intention to return to school.

(vi) A teacher may apply for a career break where he or 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.

(vii) A teacher may engage in this scheme subject to an overall maximum absence of 10 years during his or her professional career i.e. two or more periods not exceeding five years at any one time.

(viii) A career break may be extended on an annual basis provided the total career break does not exceed five years.

(ix) A subsequent career break cannot be taken until the teacher has served 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 work, diplomatic service, military service, to serve in the Oireachtas, or study leave this requirement will be waivered.

(x) In some circumstances, such as the current teacher shortage, the Board may consider granting approval on condition that a suitably qualified replacement teacher can be recruited.

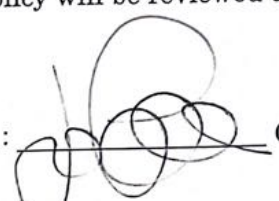
(xi) A career break will be for a period of one year, and will commence at the start of a school year. A return to duty shall not be permitted other than at the start of the succeeding school year. In exceptional circumstances the Board may authorise a teacher to commence a career break during a school year and to terminate not earlier than the end of the school year.

(xii) A career break will not extend beyond the date of termination of a fixed term contract where the applicant is employed under such a contract or the date of compulsory retirement.

(xiii) The school will always consider each application for a career break on its own merits within the context of the school's policy on career breaks.

(xiv) The decision of the Board of Management shall be final.

This Policy will be reviewed on a regular basis.

Signed :  Chairperson of the Board of Management

Date: 30.05.2023