



Policy for Granting Unpaid Leave to Staff

The Board of Management recognises that there are certain urgent situations in which unpaid leave may be required for staff members. In the interest of supporting staff members, the Board has agreed the following in relation to unpaid leave for staff.

The Board of Management request that applications for unpaid leave are kept to an absolute minimum and that where possible, staff members confine their leave to sanctioned school holidays. Applications for unpaid leave must be furnished in writing to the Chairperson of the Board of Management stating the reason and duration of the request. The granting of unpaid leave will be considered for important/urgent/significant reasons only, as decided by the Board of Management. Staff members are reminded to only apply for unpaid leave in exceptional circumstances, the Board of Management needs to be satisfied that there is compelling obligation for the staff member to be absent from duty before agreeing to the application. The Board of Management must be satisfied that there is adequate substitute cover available for the unpaid leave. The children's welfare and educational progress are the first priority of the Board of Management.

Teachers are requested to use their EPV days to cover these occasions where possible. The Board recognises that non-teaching staff do not have this facility, and this will be taken into consideration when making a decision to grant or not to grant unpaid leave. Each request for unpaid leave will be considered on an individual basis.