

# A-Z OF LEAVE for Primary Teachers

LEAVE	PURPOSE	PAID	MAXIMUM PERIOD	SUB COVER	FULL DETAILS
<b>Adoptive Leave</b>	Providing care following placement of adopted child	Yes	24 consecutive weeks (and option of additional unpaid leave)	Yes	<a href="#">Circular 0047/2023</a>
<b>Assault Leave</b>	Unable to work due to physical injury following workplace assault	Yes	Up to 92 days in a rolling four-year period; in exceptional circumstances, may be extended for a further 91 days	Yes	<a href="#">Circular 0061/2017</a>
<b>Bereavement Leave</b>	Related to bereavement and/or attendance at ceremonies	Yes	Leave entitlement depends on family relationship. Up to 20 days following death of teacher's spouse, partner, or child, or other person in "a relationship of domestic dependency" with the teacher. Up to five days following death of parent, grandparent, or sibling. One day following death of aunt, uncle, niece or nephew. See Appendix A of circular for full details.	Yes	<a href="#">Circular 0078/2022</a>
<b>Breastfeeding Breaks</b>	Breaks to facilitate breastfeeding during first two years after birth	Yes	One hour per day, pattern to be agreed	No	<a href="#">Circular 0052/2023</a>
<b>Candidate in General Election</b>	Unpaid leave for teachers who are running in a general election	No	Available from date that papers are lodged, to the date of the count, inclusive	Yes	<a href="#">Circular 0032/2007</a> – Section 1
<b>Candidate in Local Election</b>	Leave for teachers who are running in a local election	Yes	One day, on the day of the election	No	<a href="#">Circular 0032/2007</a> – Section 3
<b>Career Break</b>	Break from normal duties for purpose of caring, study, travel, etc	No	10 school years, maximum of five years consecutively	Fixed-term teacher appointed	<a href="#">Circular 0054/2019</a> – Chapter 7
<b>Carer's Leave</b>	Care for person who is medically certified as in need of care	No*	104 weeks (in respect of one "relevant person")	Yes	<a href="#">Circular 0054/2019</a> – Chapter 6
<b>Court Leave – attending as a witness</b>	Teacher required to attend court under summons or subpoena	Yes	The number of days required by summons or subpoena	No**	<a href="#">Circular 0032/2007</a> – Section 3
<b>Court Leave – separation</b>	Court proceedings re legal separation	Yes	One school day	No	<a href="#">Circular 0032/2007</a> – Section 3
<b>Court Leave – a personal case</b>	Teacher required to attend court as a defendant or plaintiff in a personal case	No	The number of days required by the court	Yes	<a href="#">Circular 0032/2007</a> – Section 1
<b>Court Leave – school business</b>	Attending legal proceedings on behalf of the school	Yes	The number of days required by the court	Yes	<a href="#">Circular 0032/2007</a> – Section 1
<b>COVID-19: Special leave with pay</b>	Absence for self-isolation following positive Covid-19 test	Yes	Up to five consecutive days in any one instance	Yes	<a href="#">Circular 0038/2022</a> and <a href="#">Information Note TC/IN 0016/2024</a>
<b>Domestic Violence Leave</b>	For a victim of domestic violence to obtain relevant services; or a teacher who is assisting a relevant person who is a victim of domestic violence	Yes	Five days in a consecutive 12-month period	Yes	<a href="#">Circular 0059/2023</a>
<b>Extra Personal Vacation (EPV)</b>	Family or other reasons	Yes	Five school days in a school year. Number of days links to length of approved course attended	No	<a href="#">Circular 0037/1997</a> and <a href="#">0035/2009</a>
<b>Graduation/Commissioning Reception/Other's Marriage Leave</b>	Immediate family member graduating, entering Garda/Defence Forces, entering religious order, marrying	Yes	One school day	No	<a href="#">Circular 0032/2007</a> – Section 3 and <a href="#">Circular 0078/2022</a> – definitions of family members
<b>Illness in Family and Force Majeure Leave</b>	<b>Force Majeure:</b> Urgent family reasons, based on the illness or injury of an immediate relative, where the teacher has to act without delay. <b>Illness in Family Leave:</b> Serious and unforeseen illness or injury to a teacher's immediate relative or near relative, and where alternative domestic arrangements cannot be made.	Yes	<b>Force Majeure:</b> Three school days in 12 consecutive months, or fiveschool days in 36 consecutive months <b>Illness in Family Leave:</b> Five school days in a school year, in respect of an immediate relative or three school days in a school year in respect of a near relative. <b>Note:</b> A maximum of five days is available per school year, between illness in family and force majeure leave.	From second day if taken consecutively***	<a href="#">Circular 0058/2023</a>
<b>Job-sharing</b>	Work flexibility for family or other reasons	Half-pay	Unspecified	Fixed-term teacher appointed	<a href="#">Circular 0054/2019</a> – Chapter 8
<b>Jury Service</b>	Called to attend for jury service	Yes	The number of days deemed necessary by the court	Yes	<a href="#">Circular 0032/2007</a> – Section 1
<b>Maternity Leave</b>	Birth and early care	Yes	26 consecutive weeks (and option of additional unpaid leave)	Yes	<a href="#">Circular 0054/2019</a> – Chapter 2 and <a href="#">Information Note TC/IN 0010/2024</a>
<b>Other Leave related to Parenthood</b>	Health and safety leave during pregnancy, antenatal classes, etc	Yes	Variable	Generally, yes	<a href="#">Circular 0054/2019</a> and <a href="#">0032/2007</a>
<b>Parental Leave</b>	Care of children under 16	No	26 weeks per child in blocks of seven days	Yes	<a href="#">Circular 0054/2019</a> – Chapter 5 and <a href="#">Information Note IN/TC 0010/2023</a>
<b>Parent's Leave</b>	Leave during the first two years of a child's life, or in the case of adoption, within two years of placement of the child with the family	No*	Nine weeks in minimum periods of seven days	Yes	<a href="#">Circular 0058/2024</a>
<b>Paternity Leave</b>	Caring responsibilities soon after the birth or placement of a child	Yes	Two consecutive weeks, to be taken within six months of birth/placement	Yes	<a href="#">Circular 0054/2019</a> – Chapter 4, and <a href="#">Information Note TC/IN 0012/2024</a>
<b>Representing Ireland at International Sporting Event</b>	Representing Ireland at sporting event; governing body must be recognised by Sport Ireland	Yes	Number of days required; subject to employer's approval – evidence must be submitted to the Department of Education	Yes	<a href="#">Circular 0032/2007</a> – Section 1
<b>Search and Rescue Leave</b>	Call-out on search and rescue operation for members of specified voluntary search and rescue organisations	Yes	Five days in a school year	Yes	<a href="#">Circular 0067/2024</a>
<b>Sick Leave (Certified)</b>	Unable to work due to illness or attending medical or dental appointment which could not be scheduled for outside school time	Yes, full pay, half pay, or temporary rehabilitation remuneration (TRR)	Up to 183 days paid sick leave in a rolling four year period or extended to 365 days for a critical illness, if approved. Thereafter, TRR or unpaid certified sick leave may apply	Yes	<a href="#">Circular 0013/2024</a>
<b>Sick Leave (Self-certified)</b>	Unable to work due to illness or attending medical or dental appointment which could not be scheduled for outside school time	Yes, subject to certain conditions	Three consecutive days, and not more than seven days in a rolling two-year period	No***	<a href="#">Circular 0013/2024</a>
<b>Unpaid Leave</b>	Compelling obligation requiring absence from duties	No	10 days in a school year	Yes	<a href="#">Circular 0054/2019</a> – Chapter 11
<b>Unpaid Leave for Medical Care Purposes</b>	To provide personal care or support for a serious medical reason to close family or co-habitant	No	Five days in a consecutive 12-month period	Yes	<a href="#">Circular 0050/2023</a>
<b>Wedding Leave</b>	Teacher's own wedding and days following	Yes	Seven consecutive days (from day of wedding)	No	<a href="#">Circular 0032/2007</a> – Section 3

## Notes

- This leave poster is correct at the time of going to print. Members should also check the website or the [INTO Leave Estimator](#) for updates.
- The definitions of "immediate family" and "near relatives" are not consistent across leave categories. Members are advised to check the relevant circular when requesting leave.
- For other brief absences not addressed above, refer to [Circular 0032/2007](#).
- Authorised unpaid leave will not be considered a break of service, and the teacher will resume service on the same terms and conditions.
- At time of publication, a circular on an occupational injury scheme is awaited. It is expected to have conditions similar to the Assault Leave scheme. See the INTO website for details.

\* You may qualify for a benefit from the Department of Social Protection.

\*\* The school may employ a substitute and recoup the cost of substitute cover from the party which has issued the summons or subpoena.

## \*\*\* Exceptions:

- A school with two or fewer mainstream teachers may employ a substitute for all self-certified sick leave or force majeure/illness in family leave taken by the mainstream teachers.
- If two or more teachers are out on these leaves on the same day, substitute cover is available from the second teacher on.

