

Appendix A - Application Form for Carer's Leave

The Application Form should be fully completed and submitted to the employer at least 6 weeks prior to the planned commencement date.

PART 1A- TEACHER APPLICATION

Teacher's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

PART 1B – DETAILS OF PROPOSED CARER'S LEAVE

Application for Carer's Leave in respect of:

Name of relevant person: _____

Proposed pattern of Carer's Leave:

- One continuous block
- Separate periods of weeks as follows (minimum of 6 weeks intervening between the periods):

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

Declaration

I wish to apply for Carer's Leave in accordance with the Carer's Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____ Date: _____

Appendix B - Confirmation Document for Carer's Leave

PART 2: TO BE COMPLETED BY EMPLOYER AND TEACHER

I confirm that Carer's Leave has been granted to:

Name of Teacher: _____ PPSN: _____

In respect of:

Name of relevant person: _____

Carer's Leave has been granted in accordance with the Carer's Leave Scheme as set out in Circular 0054/2019 titled 'Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools'.

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

Signature of Teacher: _____ *Date:* _____

Signature of Employer: _____ *Date:* _____

Following signing, no amendment can be made to the Confirmation Document without the agreement of both parties. A copy of the Confirmation Document should be retained by the teacher.

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Carer's Leave application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 3 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Carer's Leave application in accordance with the Carer's Leave Scheme as set out in Circular 0054/2019 '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- | | |
|--|--------------------------|
| 1) Application for Carer's Leave | <input type="checkbox"/> |
| 2) Copy of Confirmation statement from the DEASP | <input type="checkbox"/> |
| 3) Copy of Confirmation Document issued to teacher | <input type="checkbox"/> |
| 4) Copy of Decision Notice issued to teacher | <input type="checkbox"/> |
| Approved Carer's Leave has been recorded on the OLCS/relevant ETB system | <input type="checkbox"/> |

Signature: _____ Date: _____
(Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.