



Working Together

BRIEF ABSENCES

TEACHERS' ABSENCES NOT EXCEEDING THREE WORKING DAYS

With effect from 1 August 1990 decisions regarding leave for teachers who are absent from school for three working days or less became a matter entirely for employing authorities.

In the interests of uniformity of treatment of all teachers and as a guide to employers in their exercise of their employment responsibilities a recommended course of action in respect of particular absences was agreed.

DE Circular 2114/18
replacing the provisions in
Circulars 1991/46 and
1990/30

In the case of absences of three days or less which are not provided for in the Appendix, Employing Authorities should exercise their discretion in a sensible manner bearing in mind their responsibilities to the needs of pupils.

NOTES



The term ‘near relative’ means father, mother, husband, wife, brother, sister, son or daughter, grandparents, father-in-law and mother-in-law.



The term ‘other relative’ means sister-in-law, brother-in-law, nephew, niece, aunt, uncle or guardian.



Responsibility for decisions on leave of absence in the case of schools with fully delegated budgets rests with individual Boards of Governors

APPENDIX TO DE CIRCULAR 2014/18

CAUSE OF ABSENCE

RECOMMENDED ACTION

1. Death of a near relative, or other relative being a member of the teachers' household.

Up to 3 days leave with pay.

2. Death of other relative

1 day's leave with pay, but where extensive travel is involved, 2 days may be granted.

3. Attendance at funeral other than that of a relative

Leave with pay only where. Attendance is a necessary social duty. The period of absence should be the minimum part of the day necessary to fulfil the duty.

4. Marriage of a teacher.

3 days special leave with pay if marriage takes place
(a) outside a period of closing of school; or
(b) within a period of closing other than the 'long' vacation.

APPENDIX TO DE CIRCULAR 2014/18

CONT'D #1

CAUSE OF ABSENCE	RECOMMENDED ACTION
5. Attendance at a wedding	1 day's leave with pay if the bride or groom is a near relative or other relative or if the teacher is a bridesmaid or best man, but, where extensive travel is involved, up to 2 days may be granted.
6. Serious illness of a member of the Teacher's household.	Up to 3 days leave with pay.
7. Attendance at examinations	Leave with pay for each day on which an examination is attended provided the examination is designed to lead to additional qualifications..
8. Attendance at interviews in connection with other teaching appointments or other appointments within the NI education service.	Up to 1 day's leave with pay.

APPENDIX TO DE CIRCULAR 2014/18

CONT'D #2

CAUSE OF ABSENCE	RECOMMENDED ACTION
9. Attendance as representative at teachers' unions meetings.	Leave with pay provided Frequency of absence is not excessive
10. Attendance at conference of teachers' organisations. .	Leave with pay.
12. Absence due to disruption of daily travel facilities e.g. flood, snow, transport strike etc.	Leave with pay but regard must be given to individual circumstances.
14. Attendance at Court, Industrial or other statutory Tribunal as a witness, plaintiff or defendant.	Leave with pay.

APPENDIX TO DE CIRCULAR 2014/18

CONT'D #3

CAUSE OF ABSENCE

RECOMMENDED ACTION

18. Serious burglary or serious damage to house.

1 day's leave with pay.

20. Visit to, or accompanying spouse on special visit to a medical consultant or one parent accompanying own child on a special visit to a medical consultant.

Up to 1 day's leave with pay.

22. Attending own child's graduation ceremony outside Northern Ireland.

Up to 2 days leave with pay depending on travel arrangements

23. House removal.

1 day's leave with pay.

FOR NOTING



These absences are to be funded from the school's budget



Generally requests will be through the principal or should be put in writing to the Board of Governors.



These absences will be known in advance and therefore a substitute teacher should be employed

ANY
QUESTIONS?



into



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann



Working Together

THANK YOU