

Appendix A - Application Form for Unpaid Leave

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

PART 1 – TEACHER APPLICATION

Teacher's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Reason for Unpaid Leave: _____

Proposed start date: _____ Proposed end date: _____

Declaration

I wish to apply for Unpaid Leave in accordance with the regulations and procedures 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: _____

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 Unpaid 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 2– EMPLOYER DECISION

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

1) Application Form for Unpaid Leave

2) Copy of Decision Notice issued to teacher

Approved Unpaid Leave has been recorded on the OLCS/relevant ETB system

Signature: _____ Date: _____
(Employer)

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