

Extra Personal Vacation (EPV) Days – Policy and Procedures

Version 1 (This version)	Board of Management	25/4/2022
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Introduction

Under Rule 58 of the Rules for National Schools, teachers are eligible to apply to the Board of Management for Extra Personal Vacation (EPV) days on foot of attending approved summer courses. The granting of such leave is at the discretion of the Board. It should be noted that no EPV entitlement arises where attendance at any specific course amounts to 3 days or less, and that 5 days EPV is the maximum which may be awarded in any school year.

Principles

The guiding principles of this policy are

- to ensure that the welfare and educational needs of pupils take precedence over all other considerations
- to assist in the smooth operation of the school
- to minimise disruption to classes
- to provide encouragement to teachers to undertake professional development courses which enhance their teaching and promotes a standard of excellence throughout the school

Procedures

Approval

The Board has delegated the function of the approval of EPV leave and their management to the school principal.

Under Circular 0035/2009, all primary teachers participating in approved summer courses will, on completion of the course, be provided with a certificate confirming attendance and completion of the course.

A teacher claiming EPV days must present this certificate to the school principal at the beginning of the school year, as evidence of completion of an approved summer course.

EPV certificates should be submitted electronically before the end of the first week of tuition. The principal must retain copies of the certificates within the school for future audit purposes. On receipt of this certificate, EPV leave for the teacher may be approved in accordance with the terms of Circular 0037/97.

Requests

Two weeks' notice are to be given in writing when requesting EPV days.

Staff are requested to spread leave over the school year if possible.

Requests for EPV days that fall on the dates below may not be granted:

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- the first 2 weeks of September
- the weeks immediately after Christmas and Easter break
- staff meeting and/or planning days
- days when other classes are away on school tours or other events

A maximum of 2 EPV days will be sanctioned in any full school week and 1 EPV day in a 3-day week or less.

All staff granted EPV days must record the date on a calendar on a notice board in the staffroom. No more than one teacher may be on EPV leave on any one school day, and this will be granted on a first come, first served basis.

Only in exceptional circumstances will these limits on the taking of EPV leave be approved.

All teaching staff are expected to have at least three days contingency work prepared for their classes, including work for days taken as EPV leave.

Recording

EPV leave is recorded on OLCS. Substitute teachers on non-casual contracts (more than 40 days) are eligible to be considered for EPV leave in the same way as other teachers. These are teachers on non-casual substitute contracts, such as teachers covering a maternity leave. (NB This claim is NOT processed through OLCS. There is a separate form that is sent in to DES via post in these situations.)

Temporary Arrangements for 2021-2022

Information Note TC 0018/2021 states:

Substitute Cover for EPV Leave:

Under normal circumstances, substitute cover is not paid by the Department/ETB for EPV Leave. However, similar to the 2020/21 school year, the Department/ ETB will provide substitute cover for the first day of EPV Leave taken by a teacher in the 2021/22 school year. Subsequent EPV Leave may be taken only where the effect on the school's operation, including its COVID-19 Response Plan, is minimal and where this can be enabled without disruption to the teaching of the class and without the division of the class group between other classes. For the avoidance of doubt, substitute cover will not be provided by the Department/ETB beyond the first day of EPV Leave taken by the teacher in the 2021/22 school year.

Carryover of EPV Leave:

For the 2020/2021 school year, measures included that, where, due to the provisions above, it was not possible for a teacher to take their total EPV Leave during the 2020/21 school year, accumulated untaken EPV Leave could be carried over to be taken in the 2021/22 school year. A similar measure will operate again in the 2021/22 school year so that where, due to the provisions above, it is not possible for a teacher to take their total EPV Leave during the 2021/22 school year, accumulated untaken EPV Leave can be carried over to be taken in the 2022/23 school year. As per the previous measure, carryover will be subject to an individual teacher having a maximum EPV Leave entitlement in the 2022/23 school year of 5 days. For the avoidance of doubt, an individual teacher may not have an EPV leave entitlement of more than 5

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days for the 2021/22 school year or the 2022/23 school year. The requirements for the approval of EPV Leave by the employer does not change under this Information Note.

Ratified by the Board of Management

Signed: Liam Ahern, Chairperson 25/4/22