

## TEACHERS' LEAVE OF ABSENCE

### 1. Absence not exceeding 3 working days

Decisions regarding leave for teachers who are absent from school for 3 working days or less are a matter for Board of Governors in schools with fully delegated budgets and employing authorities in other schools. The Teachers' Salaries and Conditions of Service negotiating Committee, in the interests of uniformity of treatment, has agreed recommended courses of action in respect of particular absences and those are detailed below. (Reference DENI Circular Nos. 1990/32; 1991/32).

The term 'near relative' means father, mother, husband, wife, brother, sister, son or daughter, grandparents, father-in-law or mother-in-law, son-in-law, daughter-in-law. The term 'other relative' means sister-in-law, brother-in-law, nephew, niece, aunt, uncle or guardian.

Cause of Absence	Recommended Action
Death of near relative, or other relative being a member of the teacher's household	Up to 3 days leave with pay
Death of other relative	One days leave with pay, but where extensive travel is involved, 2 days may be granted.
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 fulfill the duty.
Marriage of teacher	3 days special leave with pay if marriage takes place (a) outside closing of school; or (b) within a period of closing other than the 'long' vacation.
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.
Serious illness of a member of the teacher's household	Up to 3 days leave with pay
Attendance at examinations	Leave with pay for day on which an examination is attended provided the examination is designated to lead to an additional qualifications.
Attendance at interviews in connection with other teaching appointments or other appointments within the NI education service	Up to 1 days leave with pay.
Attendance as representative at teachers' union meeting	Leave with pay provided frequency of absence is not excessive.
Attendance at Conference of Teachers' Organisations	Leave with pay
Attendance at Conference, Meetings, etc.	Leave with pay for: attendance at meetings of Education and Library boards and CCMS or committees of such bodies; attendance at meetings of statutory bodies or bodies set up by the Department of Education of which the teacher is a member of other meetings arranged by the Department; attendance at a conference where such attendance is likely to be beneficial to the teacher in the discharge of his school duties; or attendance at youth welfare activities eg., Girl Guides, Community Relations Projects, etc.
Absence due to disruption of daily travel facilities eg., flood, snow, transport strike	Leave with pay but regard must be had to the individual circumstances.
Attendance at Ordination or Profession of near relative	1 days leave with pay, but, where extensive travel is involved, 2 days may be granted.
Attendance at Court, Industrial or other statutory Tribunal as a witness, plaintiff or defendant	Leave with pay.
Attendance at Graduation Ceremony involving teacher or near relative.	1 days leave with pay, but where extensive travel is involved up to 2 days may be granted.
Participating in, or officiating at, sporting events of international, national or provincial standing as an amateur	Leave with pay.
In the event of a wife's confinement	3 days leave with pay.
Serious burglary or serious damage to house	1 days leave with pay

Lay person on bench of juvenile court	Time off with pay less any loss of earnings allowance received by teacher for her/his service on not more than 4 days in the school year.
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 days leave with pay
Accompanying own child to receive Duke of Edinburgh Gold Award	Up to 2 days leave with pay depending on travel arrangements.
Attending own child's graduation ceremony outside Northern Ireland	Up to 2 days leave with pay depending on travel arrangements.
House removal	1 days leave with pay
Birthday, New Year or Special Honours Award to a near relative	1 days leave with pay, but where extensive travel is involved, 2 days may be granted.
Preparation for examination	Leave without pay
Attendance at musical festival, feis, etc., as a competitor	Leave without pay unless a festival is of national or international standing.
Acting as a presiding officer, polling clerk etc., at an election	Leave without pay if school is in operation.
Attendance at religious observances when this is required by the regulations of the teacher's religious denomination	Leave without pay provided the teacher gives notice to his employing authority at the beginning of the school year of the days required.
Participating in or officiating (Manager, Coach, Referee etc) at sporting events of international, national or provincial standing as an amateur	Leave with pay
Participating in sporting events as a member of a club	Leave without pay
Attending RIR or TA annual camp or taking part in royal Naval Reserve exercises	Leave with pay for up to 10 working days.
Training as dog handler with NI Mountain Rescue	Leave with pay. Not exceeding 5 working days.
Staying with child receiving specialist treatment in distant hospital caring for ill or dependent relative for a considerable period of time	Leave without pay
Attending conferences or functions in capacity as District Councillor	Leave with pay (if the teacher concerned holds Chief Elective Office, ie Mayor/ess or Chairperson or if the absence is connected with educational or recreational activities).
Attending unapproved courses or undertaking a course of study not grant-aided by the Department	Leave without pay
Competing in International Music Festival in foreign country	Leave without pay.
Competing in International Music Festival in foreign country	Leave without pay
Attending conferences or events (national or international) in connection with charitable organisations, eg., Rotary, Soroptimist's Club, etc.	Leave without pay
Performing voluntary service overseas, visiting disaster areas working in under-privileged countries	Leave without pay
Standing as a candidate for parliamentary elections or acting as election agent or electioneering for such	Leave without pay
Performing duties as National President of Teachers' Organisations	Leave with pay as and when agreed during presidential year.
Award of Scholarship to visit areas outside UK re. Educational standards	Leave without pay for Principals and Senior staff only
Award of a Teacher Fellowship	Leave with pay for up to one term (if teaching in a secondary school and Fellowship is connected with subject taught - for Primary School teachers if the Fellowship is relevant.