



Christian Brothers Secondary School, Thurles

Career Break Policy

Objectives of the Scheme :

- a. To provide new employment opportunities in the teaching sector
- b. To facilitate teachers who wish to take career breaks

1. The Board of Management will consider favourably requests from permanent teachers to enable them to take career breaks subject to the school's Career Break Policy and Circular 10/11

2. The welfare and educational needs of the pupils will take precedence over all other considerations in the application of this policy

3. Eligibility

Teachers eligible for Career Break will

- a. Have satisfactorily completed their probationary year
- b. Be under 60 years of age

4. Length of Career Break

- a. Not less than one school year (except in exceptional circumstances).
- b. Not more than 5 years in total.
- c. May not extend beyond end of school year following the teacher's 60th birthday.
- d. Extensions to career breaks must be applied for on an annual basis.

5. Applications procedures

- a. Applications should be submitted to the Secretary, Board of Management on the Career Break Application Form (available from the Secretary, Board of Management)
- b. A teacher seeking a career break must forward his/her application to the managerial authority not later than the 1st February prior to the school year in which s/he proposes to commence her/his career break.

- c. Late applications may only be considered in very exceptional circumstances
- d. The Board of Management's decision is final.

6. Reasons for Granting a Career Break

- a. A career break may be allowed for most purposes such as child rearing, other domestic responsibilities, starting a business, educational purposes, and travel abroad.
- b. The applicant must furnish the Board of Management with precise details of
 - i. The duration of the career break and
 - ii. the purpose for which it is required
- c. The Board of Management cannot approve a career break where the teacher is taking up employment in a permanent, temporary wholetime, eligible part-time or regular part-time teaching post in any second-level or primary school in the State, or for a permanent teaching post in a 3rd level institution in the State.
- d. A career break can be approved where a teacher is taking up an appointment in a 3rd level institution for a maximum period of 3 years.
- e. A teacher on Career Break is prohibited from engaging in substitute teaching except on an intermittent or casual basis.

7. Factors for consideration in granting a Career Break

- a. The welfare and educational needs of the pupils will take precedence over all other considerations (DES)
This may include:
 - i. Continuity of teaching staff
 - ii. Subject and Programme planning and provision
- b. The number of Teachers on Career Break / Secondment / Job Sharing during the school year cannot exceed 15% permanent wholetime teacher equivalents
- c. Whether the DES will allow the employment of a substitute for the teacher applying for a career break.
- d. Availability of suitable substitutes
- e. Any potential conflicts of interest between the employment in which the teacher wishes to engage and the educational purposes of recognised schools
- f. The length of service of the teacher
- g. The reason for the Career Break

8. Posts of Responsibility

- a. A teacher on career break is entitled to apply for any vacant post of responsibility which arises during the course of the career break. The teacher will be informed of the vacancy by the Principal.
- b. If the teacher is successful, the post may be filled in an acting capacity until the teacher returns from career break.

- c. It is a matter for the board of management if it requires the successful teacher to return to school at the end of the year in which s/he is appointed to the post of responsibility.

9. Resumption of Duty

- a. A teacher is entitled to return to his / her post in a permanent capacity.
- b. If the teacher was appointed to his / her post after 1st August 1998, and is returning after a career break of two or more years, s/he **must submit** to the Board of Management a medical certificate of fitness to resume duty. (See Circular 22/99 Paragraph 8 for further details)
- c. A teacher who intends to return to teaching from a Career Break must notify the Board of Management by 1st February of the school year prior to returning.

10. Resignation

- a. A teacher who fails to resume duty at the end of the approved period shall be deemed to have resigned.
- b. A teacher wishing to resign his/her teaching post whilst on career break must do so in writing to the Board of Management.

11. Review of Policy

The Board of Management after one year, and every two years thereafter will review this policy.

This policy has been ratified by the Board of Management at its meeting of _____ (date)

Career Break Policy:

Signed _____ Chairperson

Next review date: _____

Note : It is the responsibility of the individual teacher to make what ever enquiries and arrangements as are necessary regarding issues such as Social Welfare entitlements, Superannuation, Incremental Credit, Voluntary deductions etc. Guidelines on these issues are to be found in Circular 22/99 paragraphs 10 – 13.

Christian Brothers Secondary School, Thurles

Career Break Application Form

Name	
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Address	
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Date of Birth	
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Home Phone No	
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Mobile Phone No	
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Duration of career break being applied for (years)	
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Reasons / Purpose of Career Break

I have read and accept the terms of CBS Thurles Career Break Policy and the Department of Education and Science Circular 22/99.

Signed _____ Date _____

This Application Form to be submitted to the Secretary, Board of Management on or before 1st February.