

Subject:**TEACHERS' LEAVE OF ABSENCE FOR A PERIOD EXCEEDING 3 WORKING DAYS****Circular Number:**

1993/31

Date of Issue:

15 September 1993

Audience:

- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Managers, Boards of Governors and Principals of grant-aided schools; and
- Governing Bodies and Principals of Institutions of Further Education.

Summary of Contents:

The attached Circular details the arrangements regarding "Teachers' Leave of Absence for a Period exceeding 3 Working Days".

Enquiries:

Any enquiries about the contents of this Circular should be addressed to the relevant employing authority.

Status of Contents:

Action by Boards of Governors and Employing Authorities.

Information for Principals, Vice-principals and Teachers.

Related Documents:

Not Applicable

Expiry Date:

Not applicable

DENI Website:

<http://www.deni.gov.uk>

TEACHERS' LEAVE OF ABSENCE FOR A PERIOD EXCEEDING 3 WORKING DAYS

CURRENT ARRANGEMENTS

1 . Under Regulation 20 of the Teachers' Salaries Regulations (NI) 1987 (as amended) and Regulation 22 of the Further Education Teachers' Salaries Regulations (NI) 1988 (as amended) the Department exercises an approving role in applications for leave of absence exceeding 3 working days.

NEW ARRANGEMENTS

2. The Department believes that this role should more appropriately be exercised by relevant bodies and employing authorities and has amended the regulations to allow this.

3. From the 1 January 1993 under Regulation 20 of the Further Education Teachers' Salaries Regulations (NI) 1992, the approval for teachers who apply to be absent from institutions of further education for a period of more than 3 working days will be a matter for:-

- i. the employing authority in the case of Principals; and
- ii. relevant bodies in the case of all other teachers.

4. From 1 August 1993 under Regulation 20 of the Teachers' Salaries Regulations (NI) 1993 this will also apply to all teachers in grant-aided schools.

RECOMMENDED APPROVAL

5. As a guide to employing authorities and relevant bodies in their consideration of applications, recommended courses of action in respect of particular absences are set out in the attached appendix. These recommendations are based on Departmental practice in recent years.

SUBSTITUTE COVER AND ALLOCATION OF COSTS

6. The existing rules on substitute cover and the allocation of costs thereof are not altered by this Circular.

N REDMOND

Teachers' Administration and
Salaries Branch

APPENDIX

LEAVE OF ABSENCE EXCEEDING 3 WORKING DAYS

	NATURE OF ABSENCE	RECOMMENDED ACTION
1.	i. Participating in or officiating (Manager, Coach, Referee etc.) at sporting events of international, national or provincial standing as an amateur;	Leave with pay.
	ii. participating in sporting events as a member of a club.	Leave without pay.
2.	Attending RIR or TA annual camp or taking part in Royal Naval Reserve exercises.	Leave with pay for up to 10 working days.
3.	Training as dog handler with NI Mountain Rescue Team.	Leave with pay. Not exceeding 5 working days.
4.	Staying with child receiving specialist treatment in distant hospital or caring for ill or dependant relative for a considerable period of time.	Leave without pay.
5.	Attending conferences or functions in capacity as District Councillor	Leave with pay (if the teacher concerned holds Chief Elective Office, i.e. Mayor or Chairman or if the absence is connected with educational or recreational activities).
6.	Attending unapproved courses or undertaking a course of study not grant-aided by the Department.	Leave without pay.
7.	Competing in International Music Festival in foreign country.	Leave without pay.
8.	Attending conferences or events (national or international) in connection with charitable organisations. e.g. Rotary, Soroptimist's Clubs etc.	Leave without pay.

- | | | |
|-----|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | Performing voluntary service overseas, visiting disaster areas, working in under-privileged countries. | Leave without pay. |
| 10. | Standing as a candidate for parliamentary elections or acting as election agent or electioneering for such. | Leave without pay. |
| 11. | Performing duties as National President of Teachers' Organisations. | Leave with pay as and when agreed during presidential year. |
| 12. | Award of Scholarship to visit areas outside UK re educational standards. | Leave without pay for Principals and Senior Staff only. |
| 13. | 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). |