**OUR LADYS SECONDARY SCHOOL**



**Career Break & Job Sharing Policy**

**Our Lady’s Mission Statement**

*Our Lady’s Secondary School is a holistic centre of development and learning where each person is special and treated as such. We, the staff and students, enjoy working together to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. Christian community is our heritage and goal, the Good News of the Gospel is our story.*

**School Context**

Our Lady’s Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 715 students and over 60 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

**Mercy Philosophy of Education**

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy Education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, Students, Parents/Guardians and the wider community.

**CEIST Core Values**

The Core Values of CEIST are:

* Promoting Spiritual & Human Development
* Achieving Quality in Teaching and Learning
* Showing Respect for Every Person
* Creating Community
* Being Just and Responsible

**Introduction**

The Board of Management of Our Lady’s Secondary School has engaged with the relevant stakeholders involved in the education of our pupils in the formation of the school’s policy on Career Breaks & Job Sharing. The Board will consider all applications for Career-Break & Job Sharing, taking into account its statutory obligations as outlined in the Department of Education and Skills Circulars 0054/ 2019 and the Education Act 1998. In particular, the Board recognises that in drawing up this policy the welfare and educational needs of the pupils shall take precedence over all other considerations.

**Eligibility**

The following are the eligibility requirements for those wishing to apply for Career Break or Job Sharing at Our Lady’s Secondary School.

* Permanent, CID, TWT, RPT (with duration not extending beyond the date of termination of a fixed term contract) up to compulsory retirement age.
* Registered with the Teaching Council.
* Satisfactorily completed at least 12 months of continuous service with the school

**Career Break Scheme**

* A Career Break is a period of special leave without pay. The main objective of the Career Break Scheme is to facilitate applicants where possible, in relation to areas such as:
  + Personal Development
  + Voluntary Service Overseas
  + Accompany spouse/partner on Diplomatic/Military Posting
  + Educational purposes
  + Public Representation
  + Family Reasons
  + Self-employment

**Duration of Career Break**

* A Career Break is for a period of not less than 1 school year and may be extended on an annual basis provided the total period of the Career Break does not exceed 5 years at any one time, subject to an overall maximum of 10 years absence in the course of the teacher’s career. A subsequent Career Break may not be taken until the teacher has served for a period equal to the duration of the previous Career Break. In the case of a teacher wishing to avail of a Career Break to undertake voluntary service abroad/missionary/diplomatic/military/Oireachtas or study leave this requirement will be waived.
* A Career Break must commence at the start of a school year. In exceptional circumstances The Board of Management may approve a Career Break to commence during the course of a school year and terminate not earlier than the end of that school year. This is deemed to be a 1 year Career Break.
* The duration of a Career Break may not extend beyond:
  + the date of termination of a fixed term contract
  + the date of compulsory retirement
  + the end of the relevant school year (in cases where an application for extension has not been submitted/approved)

**Application Procedures**

* A teacher seeking a Career Break must submit the completed Application Form at Appendix A to the employer not later than 1st February of each school year.
* A late application may be considered by the Board of Management in exceptional circumstances.
* A teacher who wishes to extend his/her Career Break must apply for this extension on an annual basis by 1st February each year.
* Each application for, or extension of, a Career Break shall be considered on its own merits by the Board of Management. The decision of the employer will be final.
* The Board of Managements decision on the Career Break application must include a written notice of approval or refusal to the teacher no later than 1st March. Where an application is refused the employer must include the grounds for refusal.
* Taking account of the extent of arrangements to be put in place by the Board of Management to accommodate the Career Break, the applicant is not permitted to withdraw his/her application after 14th April. In exceptional circumstances the employer may consider a later withdrawal of a Career Break application.

**Status during Career Break**

* A teacher on Career Break is deemed for all purposes to be in employment with the exception of remuneration, superannuation or the service requirement for promotion. A Career Break absence will not affect a teacher’s seniority.

**Replacement Teacher**

* The position of a replacement teacher must be filled in accordance with current rules for teacher recruitment. He/she shall be offered a fixed term contract. Such a contract must include a condition that the contract will terminate if the teacher on Career Break resigns or retires.

**Employment while on Career Break**

* A teacher absent on Career Break may not be employed in an approved teaching or special needs assistant post funded by monies provided by the Oireachtas. In exceptional circumstances, an employer may appoint a qualified teacher on Career Break for substitute teaching purposes subject to the following limits:
  + In Primary – for a maximum of 90 days in a school year
  + In Post Primary – for a maximum of 300 hours in a school year

**Return to Work following Career Break**

* A teacher must notify the Board of Management by 1st February of his/her intention to return to work from a Career Break at the beginning of the next school year.
* It is the responsibility of the teacher returning from a Career Break to ensure that he/she is registered with the Teaching Council on the intended date of resumption. Please note that the Teaching Council registration process, which includes vetting, may take up to 12 weeks during the peak period of July and August. Additional police clearance requirements may also be applicable where teachers have lived abroad. Teachers are therefore advised to commence the registration process once they have notified the school of their intention to return to work.
* A teacher returning from a Career Break following an absence greater than 2 school years must undergo a medical assessment and be certified medically fit by the OHS prior to returning to work. The procedures to be followed are available in the Employers Procedures Manual (Chapter 2) which is located at Appendix A of the Sick Leave Scheme.
* The terms and conditions of teachers in general including the terms of any redeployment scheme existing at the time of return shall apply to a teacher resuming duty after a Career Break.

**Resignation while on Career Break**

* A teacher on a Career Break who wishes to resign from his/her teaching post must notify the employer in writing in accordance with the teacher’s terms of employment. If a teacher resigns from the Career Break during the course of the school year, that year will be deemed to be a full school year for the purposes of the Career Break Scheme should the teacher re-enter teaching service at a later date.
* In the event that a teacher fails to resume duty at the end of an approved period of Career Break, the Board of Management shall immediately notify the Paymaster so that salary will not be restored. The employer shall also take timely action to establish the position and take appropriate action.

**Leadership and Management Posts**

* A teacher on career beak’s seniority in his/her school shall not be affected by participation in a secondment arrangement and the teacher shall be notified by the managerial authority of any post of responsibility that may become vacant in the school in the course of the career break.
* Where the teacher on career break is appointed to a vacant Leadership and Management post in the course of the career break:
  + The appropriate Leadership and Management post allowance will not be paid to this teacher until s/he returns to his/her teaching post in the school.
  + The vacant Leadership and Management post may be filled on a temporary basis for the duration of the career break subject to any moratorium on appointments which may be in place.
* A Leadership and Management post vacated by a teacher on career break, and which is within the school’s quota, shall be filled on a temporary basis for the duration of the career break subject to any moratorium on appointments which may be in place.

**Board of Management Considerations**

* The Board of Management recognises the benefits of the Department of Education and Skills schemes for teachers in relation to career breaks. These schemes provide teachers with the opportunities to further their professional and personal development through the acquisition of professional skills, academic qualifications, and alternative experiences, which may directly benefit the pupils they teach in our school.
* When considering applications for career breaks, the Board of Management shall carefully consider how the granting of career break might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. The granting of career breaks will be determined in accordance with Circular Letter 54/2019, other relevant circulars and directives **and** by the criteria outlined below.
* A combined maximum of 50% of a subject area will be applied to applications for full time year long Secondments, Career Breaks and Job Sharing. In the event of an application from a staff member who is the sole teacher in his/her subject area, the application will be treated sympathetically.
* The total number of teachers who are on career break and\or full time year long Secondments at any one time shall not exceed 10% of the total number of whole-time equivalent teachers as defined on the schools allocation of staff rounded up to nearest whole number. The number may be varied from year to year, depending on the number of applications and the specific requirements.TheBoard of Management must seek to strike a balance between the needs of teachers and pupils and the long-term good of the school as a stable educational environment and work place. Such a balanced approach will prevent the tendency towards the casualisation of the school’s teaching team and will provide the best learning environment for pupils
* The effect on particular subject departments of granting career breaks which would result in creating an imbalance in any subject department. The Board of Management has a responsibility to ensure that particular subject departments are not weakened by granting career-breaks which would result in creating an imbalance in any subject department, leading to the undermining of the stability of a subject department or otherwise weakening that department.
* The effect any such arrangements would have on the balance between the number of long-serving members of staff and those who may be inexperienced or novice teachers. The Board of Management has a responsibility to ensure that all students benefit from the availability of a mix of experienced teachers and teachers who are new to the profession or to the school
* The need for the school to maintain continuity of teaching for students affected by such arrangements. Since replacement teachers will always be appointed as temporary, if ongoing replacements are required the school may have to substitute further replacements in the event that the temporary teachers seek more permanent employment elsewhere.
* The likely availability of a suitably qualified replacement teacher to take up duty on the applicant’s departure. From time to time and for various reasons, certain subject disciplines are difficult to replace and could leave the school in a situation where they are unable to find a suitable replacement. The Board of Management will endeavour to consider favourably applications for career breaks bearing in mind that the welfare and educational needs of the pupils will take precedence over all other considerations. In the event that some applications will have to be declined, the Board will take all of the above into account in addition to the case made for the teacher’s application, the balance between the individual needs of the teacher applicants, and the number of applications received, the anticipated benefit to be gained by the teacher and, consequently the students taught by that teacher and the amount of leave previously granted to applicant teachers.
* The following criteria will be applied by the Board of Management when the number of applicants for career break exceeds the limits set down in the policy:
  + In the first instance the Board of Management will grant career break leave to the applicants who have availed of this facility for the shortest cumulative period of time during their service in Our Lady’s Secondary School.
  + Should two or more applicants have availed of this facility for the same length of time approval will be given (subject to all the aforementioned criteria) to the most senior applicant as per the most senior years of service in Our Lady’s Secondary School.
* All staff granted career break leave by the Board of Management will return any ICT equipment (laptop, ipad etc) purchased by the Board of Management to the school before they commence their leave.

**Appendix A - Application Form for Career Break**

**The Application Form should be fully completed annually and submitted to the employer prior to commencing or seeking an extension to a Career Break and not later than 1st February.**

**PART 1A– TEACHER APPLICATION**

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PPSN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously taken a Career Break? Yes No

If "*YES*" please provide dates of previous Career Break(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 1B - DETAILS OF PROPOSED CAREER BREAK**

Proposed start date of Career Break: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objective of Career Break (*please tick relevant box):*

☐ Personal Development

☐ Voluntary Service Overseas

☐ Accompany spouse/partner on Diplomatic/Military Posting

☐ Educational purposes

☐ Public Representation

☐ Family Reasons

☐ Self-employment

☐ Other

Additional Information to support Career Break application:

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**Declaration**

I wish to apply for a Career Break in accordance with the Career Break Scheme 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.

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| --- |
| Signature of Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PART 2 – EMPLOYER DECISION**  I certify that I have approved/refused (delete as appropriate) the Career Break application in accordance with the Career Break Scheme as set out in Circular 54/2019 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 for Career Break  2) Copy of Decision Notice issued to teacher  Approved Career Break has been recorded on the OLCS system  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employer)  **Job Sharing Scheme**   * The purpose of the Job Sharing Scheme is to assist teachers in combining work commitments and personal responsibilities/choices.   **2. Eligibility**   * A teacher may apply for a Job Sharing arrangement where he/she will have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service with the current employer or holds a post for the following school year which is equivalent to or over 50% of a wholetime teacher (i.e. 11 hours per week teaching in the case of a Post Primary teacher). * Job Sharing is not available to the following: Principal, Deputy Principal, Home School Liaison Co-ordinator, teacher on secondment. * A teacher on a Career Break or other approved leave of absence may apply to resume teaching duties on a Job Sharing basis.   **Duration of Job Sharing Arrangement**   * The minimum period for a Job Sharing arrangement is one school year. In exceptional circumstances, an employer may authorise a Job Sharing arrangement to commence during the course of the school year and to terminate no earlier than the end of the same school year i.e. 31st August.   **Operation of the Scheme**   * It is a matter for the Board of Management to decide the Job-Sharing arrangement(s) which it is prepared to endorse. Post-Primary schools, for example, may require a Job Sharing teacher to be timetabled over 5 days per week. Subject to the employer’s responsibility in this regard, timetable arrangements for Job Sharing teachers should be designed within the spirit of the scheme to facilitate the teacher, so far as is practicable. However the welfare and educational needs of the students will take precedence over all other considerations. * In exceptional circumstances, the Board of Management may permit a Job Sharing teacher to withdraw from the Job Sharing Scheme and return to his/her original teaching post earlier than expected if he/she can be accommodated within the approved staffing allocation, subject to contractual arrangements. However, such an application may not be considered beyond 1st November.   **Application Procedures**   * A teacher seeking to Job Share must submit, on an annual basis, the completed Application Form at Appendix B, to the Board of Management not later than 1st February prior to the school year in which he/she proposes to commence or (in the case of a teacher wishing to extend an existing arrangement) continue Job Sharing. * Each Job Sharing application must be considered on its own merits by the Board of Management within the context of the school’s policy on teacher absences. * The Board of Management must issue a decision in writing to approve or refuse the application (including the basis for refusal, where applicable), to the teacher no later than 1st March. The decision of the employer is final. * Taking account of the extent of arrangements to be put in place by the Board of Management to cater for a Job Sharing post, the teacher should not be permitted to withdraw his/her application after 14th April, or from once the replacement teacher's contract has been signed, whichever happens first.   **Notification and Recording of Leave**   * The employer must list the names of all teachers availing of Job Sharing arrangements on the annual Change of Staff form.   **Pay Arrangements**   * A Job Sharing teacher will receive, where applicable, remuneration equal to 50% of a full-time post inclusive of qualification allowances (i.e. Higher Diploma, Primary, Masters and Doctorate Degree, Ard Teastas Gaeilge). Please refer to relevant Department publications for more information regarding retention of specific job role allowances. (DES Circular 0054/2019)   **Status while Job Sharing**   * Each year of Job Sharing service given, will reckon as one year of service for promotion and incremental purposes. * A Job Sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements. * The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are Job Sharing.   **Replacement Teacher**   * The position of a replacement teacher must be filled in accordance with current rules for teacher recruitment. He/she shall be offered a fixed term contract. Such a contract must include a condition that the contract will terminate if the Job Sharing teacher resigns, retires or returns to full-time employment (provided this return to full-time hours takes place prior to 1st November and can be accommodated as outlined at paragraph 5.5). * The replacement teacher may apply for any available hours including substitution in any school up to the maximum of a wholetime post.   **Leadership and Management Posts**   * The entitlement to fill a Leadership and Management Post and/or appointment to and payment in respect of Acting Leadership and Management Posts will be in accordance with relevant Department publications and/or other regulations (DES Circular 0054/2019) * The employer should keep the operation of Leadership and Management posts held by Job Sharing teachers under review to ensure responsibilities are adequately discharged. * An Assistant Principal I or Assistant Princpal II may retain his/her Leadership and Management post allowance while Job Sharing provided the employer decides that the duties of the post can be performed in full. * Where the Board of Management decides that it is not possible for the Job Sharing teacher to perform the full duties of the Assistant Principal I or II post, he/she shall forfeit the allowance for the duration of the arrangement. The allowance shall be restored on resumption of full-time duties. * The acting post holder will not establish personal entitlement to the allowance and will therefore relinquish same when the Job Sharer resumes full-time duties. Where a post holder has carried out the role for a period in excess of 5 consecutive school years, refer to the relevant Department publications in relation to Recruitment/Promotion and Leadership. * Where there is a change in the job-sharing arrangement i.e. the teacher is carrying out full duties or has returned to his/her original teaching post, the Board of Management is reminded to notify the Paymaster.   **Maternity Leave/Adoptive Leave**   * A full-time teacher on Maternity/Adoptive Leave, opting to Job Share in the next school year, will be paid at the full-time rate of pay up until the beginning of the next school year at which point the teacher will be paid the Job Sharing rate of pay for the remainder of the leave. * A Job Sharing teacher on Maternity/Adoptive Leave, opting to return to full-time duties in the next school year, will be paid at the Job Sharing rate of pay up until the beginning of the next school year at which point the teacher will be paid the full-time rate of pay for the remainder of the leave.   **Resignation while Job Sharing**   * A teacher engaged in a Job Sharing arrangement who wishes to resign from his/her teaching post must notify the Board of Management in writing in accordance with the teacher’s terms and conditions of employment.   **Termination of Job Sharing arrangement**   * The Board of Management may make a decision to terminate the Job Sharing arrangements at any time if it is not operating in the best interests of the pupils.   **Board of Management Considerations**   * The Board of Management recognises the benefits of the Department of Education and Skills schemes for teachers in relation to job sharing. These schemes provide teachers with the opportunities to further their professional and personal development through the acquisition of professional skills, academic qualifications, and alternative experiences, which may directly benefit the pupils they teach in our school. * When considering applications for job sharing, the Board of Management shall carefully consider how the granting of job sharing might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. The granting of job sharing will be determined in accordance with Circular Letter 54/2019, other relevant circulars and directives **and** by the criteria outlined below. * A combined maximum of 50% of a subject area will be applied to applications for full time year long Secondments, Career Breaks and Job Sharing. In the event of an application from a staff member who is the sole teacher in his/her subject area, the application will be treated sympathetically however, consideration and sanctioning of a Job Sharing Application will be contingent on the ability of the Board to ensure tutoring in this subject area continues as previously. * The total number of teachers who are on job sharing at any one time shall not exceed 15% of the total number of whole-time equivalent teachers as defined on the schools allocation of staff rounded up to nearest whole number. The number may be varied from year to year, depending on the number of applications and the specific requirements.TheBoard of Management must seek to strike a balance between the needs of teachers and pupils and the long-term good of the school as a stable educational environment and work place. Such a balanced approach will prevent the tendency towards the casualisation of the school’s teaching team and will provide the best learning environment for pupils * The effect on particular subject departments of granting job sharing which would result in creating an imbalance in any subject department. The Board of Management has a responsibility to ensure that particular subject departments are not weakened by granting job sharing which would result in creating an imbalance in any subject department, leading to the undermining of the stability of a subject department or otherwise weakening that department. * The need for the school to maintain continuity of teaching for students affected by such arrangements. Since replacement teachers will always be appointed as temporary, if ongoing replacements are required the school may have to substitute further replacements in the event that the temporary teachers seek more permanent employment elsewhere. * The likely availability of a suitably qualified replacement teacher to take up duty on the applicant’s departure. From time to time and for various reasons, certain subject disciplines are difficult to replace and could leave the school in a situation where they are unable to find a suitable replacement. The Board of Management will endeavour to consider favourably applications for job sharing bearing in mind that the welfare and educational needs of the pupils will take precedence over all other considerations. In the event that some applications will have to be declined, the Board will take all of the above into account in addition to the case made for the teacher’s application, the balance between the individual needs of the teacher applicants, and the number of applications received, the anticipated benefit to be gained by the teacher and, consequently the students taught by that teacher and the amount of leave previously granted to applicant teachers.   Policy Ratified: December 17th 2019  Chairperson of the Board of Management: Gary Carville  Review Date: June 2021  **Appendix B - Application Form for Job Sharing**  **The Application Form should be fully completed annually and submitted to the employer not later than 1st February. A separate Application Form must be completed by each Job Sharing applicant.**  **PART 1A – TEACHER APPLICATION**  Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PPSN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PART 1B - DETAILS OF JOB SHARING APPLICATION**  Proposed start date of Job Sharing Arrangement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Declaration**  I wish to apply for Job Sharing in accordance with the Job Sharing Scheme as set out in Circular 0054/2019 titled ‘*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools’*.  Where relevant, I consent to the transfer of the personal information provided by me on this Application Form to the partner school involved in the proposed Job Sharing arrangement.  I confirm that the information provided in the application is true and accurate.  Signature of Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| |  | | --- | | **PART 2 – EMPLOYER DECISION** I certify that I have approved/refused (delete as appropriate) the Job Sharing application in accordance with the Job Sharing Scheme 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 for Job Sharing  2) Copy of Application from Job Sharing partner (where applicable)  3) Copy of Decision Notice issued to teacher  Approved Job Sharing has been recorded on the OLCS/relevant ETB system  \*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employer of base school)  \*School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***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.*** | |