

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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CAREER BREAK POLICY Jan 2025

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny R95H985
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education and is a single sex (boys) school.
School Management:	The Board of Management of CBS Secondary School Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Career Break Implementation

The Board of Management follows the Career Break scheme as per Circular 0054/2019.

General Points

A teacher on career break is precluded from taking up an appointment in any capacity in any school within the State, but in exceptional circumstances a teacher on a career break may be employed as a substitute teacher for a maximum of 300 hours in a school year.

A written application for a career break, including details of the purpose of the career break, must be made on an annual basis to the Board of Management by **1st February 2025** on the form in Appendix A.

A teacher returning from career break is required to inform, in writing, the Board of Management by **1st February 2025** of his/her intention to return.

A teacher may apply for a career break where he/she is registered with the Teaching Council and will have completed, at the end of the school year in which they are applying, 12 months of continuous service with the employer.

A teacher may engage in this scheme subject to an overall maximum absence of 10 years during his/her professional career.

A career break shall be a period of not less than 1 school year.

A career break may be extended on an annual basis provided the total period of the career break does not exceed 5 years at any one time. Teachers who are in the fifth year of their career break should be advised of this condition.

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 who wishes 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 shall commence from the start of a school year and a return to duty shall not be permitted other than at the start of a succeeding school year.

In exceptional circumstances, a Board of Management may authorise a teacher to commence a career break during a school year and to terminate not earlier than the end of a school year.

The duration of a career break shall not extend beyond the date of termination of a fixed term contract where the applicant is employed under such a contract or the date of compulsory retirement age.

The school will consider each application on its own merits within the context of the school's policy on career breaks. In drawing up this policy, the needs of the students shall take precedence over all other considerations.

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 resume work.

Due to the current shortage of teachers in some subject areas, the Board of Management may consider making the approval of an application conditional on the recruitment of a suitably qualified replacement teacher by **30th June 2025**. The Board of Management should notify the teacher immediately following the recruitment of a suitably qualified replacement teacher. If a suitably qualified replacement teacher cannot be recruited by **30th June 2025**, however, the teacher should be advised that the career break cannot proceed.

The decision of the Board of Management/Manager shall be final.

Letter of approval

Teachers will be advised of the following in a letter of approval:

If the career break approval is conditional on the recruitment of a suitably qualified replacement teacher this will be stated in the letter of approval from the board of management. In the event that a suitably qualified replacement teacher cannot be recruited by **30th June 2025**, however, the teacher should be advised that the career break cannot proceed.

A teacher on career break is precluded from taking up an appointment in any capacity in any school within the State. In exceptional circumstances, a teacher on a career break may be employed as a substitute teacher for a maximum of 300 hours in a school year.

A teacher on career break will retain eligibility to apply for a post of responsibility which occurs in the school. Teachers should be advised that it is their responsibility of the teacher to inform the Board of Management of any changes to their contact details during the course of their approved leave.

It is the responsibility of the teacher to ensure that he/she is registered with the Teaching Council on the intended date of resumption of their teacher role. A teacher cannot resume their teaching unless they are registered.

A teacher returning from career break in excess of two years shall be screened by the Occupational Health Service (OHS). It is a pre-requisite for the restoration of salary that the teacher is deemed medically fit for teaching duties by the OHS before he/she is permitted to resume his/her teaching duties.

A teacher on career break may be required to undertake vetting prior to the intended date of resumption of duty.

Letter of refusal

In the written notice of refusal, the Board of Management must set out the basis for refusal. In reaching such a decision the Board of Management should take full cognisance of the merits of the application within the context of the school's policy on career breaks.

Teacher Supply

In response to issues raised in relation to teacher supply, certain restrictions imposed in the Career Break Scheme have been suspended for the past number of school years. Information Note TC/IN 0009/2024 confirms that certain restrictions imposed in the Career Break Scheme have been suspended for the 2024/25 school year effective from the date of the Information Note. A teacher who is on Career Break may now be employed, in a substitute capacity only, without the restrictions as contained in Chapter 7 (Paragraph 8.1) of Circular 54/2019. This will allow the employment of a teacher on a career break in a substitute capacity by a school. The employment of such teachers on Career Break to carry out substitute work can also include part-time hours. The Career Break teacher who is employed in a substitute capacity will be paid the same rate as a regular substitute teacher. **No confirmation of an extension to this scheme for 2025/26 has been received to date from the DE.**

Review

Along with all the CBS Kilkenny policies, this policy will be reviewed periodically and updated accordingly.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____

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:

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.

Signature of Teacher: _____ Date: _____

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Career Break application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

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/relevant ETB system

Signature: _____ Date: _____
(Employer)

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.