

Ballinamore Community School

Career Break Policy

1. The Board of Management of Ballinamore Community School favours the Career Break scheme. Applicants for the scheme should familiarise themselves with the terms and conditions of the scheme as laid out by circular Letter 22/99 which is available on the DES website.
2. All Career Breaks will be granted in accordance with provisions of DES Circular 22/99 Scheme of Career Breaks for Teachers in Secondary, Vocational, Community & Comprehensive Schools and any subsequent amendments thereof.
3. Career breaks can only be considered if DES sanctions replacement hours for the teacher seeking a Career break.
4. Applications for career break must be received by the Board of Management not later than 1st March prior to the school year in which she/he proposes to commence the career break.
5. A career break will be granted for one year. Applications for extension of career break must be made before the 1st March prior to the school year. A teacher intending to return from career-break must also notify the Board before 1st March.
6. A career break shall not extend beyond five years.
7. Career breaks can be granted for a number of purposes. The management authority should not grant/deny career breaks based on subjective decisions regarding the purpose of the break. However a career break should not be granted where there is a conflict between the employment in which the teacher proposes to engage and the educational purposes of recognised schools.
8. The number of teachers granted Career Breaks and Job Sharing combined in any one year shall not exceed 10% of the teaching staff.
9. In cases where the Board is unable to grant all requested breaks, favour will be given as follows:
 - a. Priority will be given to members of staff who have not previously availed of career break. (minus 1 point for each year already taken)
 - b. Seniority will be awarded to staff for service in the school on a PWT, TWT, EPT or PT basis. (plus 1 point for each year's service to the school)
10. Decisions regarding career breaks will be taken at a Board of Management meeting as soon as possible after the 1st March, and prospective candidates will be informed forthwith. Any appeals regarding such decisions must be lodged before the April Board meeting and dealt with at that meeting.