

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

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**CAREER BREAK POLICY Oct 2022**

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	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 & Skills and is a single sex (boys) school.
<b>School Management:</b>	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 welcomes, in principle, the career break scheme as per **Circular 0054/2019** (Government of Ireland, 2019). The CBS Secondary School Kilkenny policy, in operating the scheme outlined by the Department of Education and Skills, is as follows:

1. The welfare and educational needs of the students shall take precedence over all other considerations.
2. Any permanent member of staff or holder of a CID contract who wishes to be considered for a career break must make application to the Board of Management on or before **1<sup>st</sup> February** of the school year preceding that to which the application refers (Appendix A). The applicant must be registered with the Teaching Council. A career break may be granted for a period of not less than one year and not more than five school years.
3. A career break shall normally be granted for one year, starting with the new school year. Applications for an extension must be made to the Board of Management on or before the **1<sup>st</sup> February** of the school year preceding that to which the extension refers.
4. The number of teachers granted career-breaks in any one year shall not exceed 10% of the permanent teaching staff.
5. The Board of Management shall carefully consider how the granting of a career break might affect the standards and continuity in particular subject departments and subject provision within the overall curriculum. To facilitate the curricular needs of the school, the availability of a suitable substitute teacher is essential. Where the school has surplus teacher/teachers the Department of Education and Skills will not sanction the replacement of a teacher on leave on an incremental basis.
6. The Board of Management must issue a written note of approval or refusal to a member of staff with regard to his/her request for a career break by **1<sup>st</sup> March** at the latest. Where an application for a career break is refused, the Board of Management will inform the applicant in writing, setting out the grounds for such a refusal.
7. In order to facilitate the curricular planning of the school, each applicant for a career break will be requested to indicate his/her future intentions vis a vis returning to work.
8. The Board of Management shall examine each application in light of this policy. The following shall be considered only in exceptional circumstances:
  - the granting of a request in excess of the specified percentage (see 4 above)
  - a late application (see 2 and 3 above).

9. The Board of Management reserves the right to review or amend this policy in accordance with the needs of this school. Amendments shall be made known to staff as early as possible or by **1<sup>st</sup> February** and shall relate to the following school year. Applicants have the right to appeal the decision of the Board of Management.
  
10. Taking account of the extent of arrangements to be put in place by the school to cater for a career break, the applicant will not be permitted to withdraw his/her application after **14<sup>th</sup> April**, or from once the replacement teacher's contract has been signed, whichever happens first.
  
11. **Return to Work following a Career Break:**  
The teacher must notify the BOM by **February 1<sup>st</sup>** if 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 to work from a Career Break to ensure that he/she is registered with the teaching Council and holds valid vetting certification on the intended date of resumption.  
  
A teacher returning from Career Break after two or more years must undergo medical assessment and be certified medically fit by the OHS prior to returning to work.
  
12. All applicants for Career Break must familiarise themselves all aspects of Circular 0054/2019 (Government of Ireland, 2019).

## 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: \_\_\_\_\_

## **Bibliography**

Government of Ireland. (2019). *assets.gov.ie*. Retrieved from Circular 0054/2019:  
<https://www.gov.ie/pdf/?file=https://assets.gov.ie/229051/2bcc29cd-6266-47cf-8906-e9ef4ae80ac4.pdf#page=null>

## 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 1<sup>st</sup> 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.

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.***