

St. Dymphna's School
EPV Days Policy
(Reviewed October 2023)

Introduction:

Extra personal vacation (EPV) leave is allowable to teachers by the DES, subject to the sanction of the BOM as per Rule 58, when teachers complete an approved professional development/in-service course during the summer holidays. Since July 2009 all teachers participating in approved summer courses are issued with a certificate confirming attendance on completion of the course.

Teachers seeking to claim EPV days must present this certificate to the school principal at the beginning of the school year. EPV days can be then granted under the terms of Circular 37/97 and Rule 58. Copies of summer course certificates must be retained in the school for audit purposes as per circular 35/2009. Current guidelines allow for 3 EPV days for 1 week course, 4 EPV days for 2-week course and 5 EPV days for 3-week course.

Substitute teachers cannot be employed for teachers absent on EPV days; therefore, pupils from an absent teacher's class will be supervised by the remaining teachers in the school i.e., division of classes.

Rationale:

The need for the school to devise a policy on EPV days is primarily to

- i. support teachers to undertake professional development courses during the summer holidays which enhance their teaching and promotes standards of excellence throughout the school.
- ii. (ii) to ensure the smooth operation of the school and minimize disruption to classes when teachers are absent on EPV leave and
- iii. (iii) to establish clear procedures for the granting of EPV days for all teachers who are entitled to apply/completed a course.

General Guidelines for EPV leave

The BOM has devolved responsibility to the Principal for granting EPV leave to teachers subject to the following:

1. A maximum of 1 teacher may be absent on EPV days at any one time except in exceptional circumstances.
2. Prior notice of at least fourteen days in advance should be given by a teacher when requesting EPV leave.
3. In the event of requests for more than the quota allowable of applications for EPV leave on the same dates, priority is normally given on 'first come' basis.
4. Teachers will endeavour to avoid, as far as possible, taking their EPV days during the last month of the school year, or during the week leading up to Christmas and Easter or on days when other classes are on school tours or attending events which would make the division of children between classes very difficult.

- When another teacher is attending a course/meeting no class teacher may take their EPV days.
- It is the responsibility of each teacher to arrange for the rescheduling of his/her yard duty and any other pre-planned meetings etc if absent on EPV leave. Teachers on EPV leave must ensure that appropriate schoolwork is prepared and left for pupils to do whilst being supervised in another class, as well as a class list.

Procedure for granting EPV leave

Teachers must submit their certificate of completion of summer course to the Principal in September of each school year. Requests for EPV days should be made by the teacher to the Principal and a decision on the leave will be given as promptly as possible. Once approved, the dates of leave will be noted in the office calendar.

Ratification and Communication


This policy will be available to all teachers.

Review

The policy will be reviewed as required.

Ratified by:

Signed : 
Chairperson of Board of Management

Signed : 
Secretary/Principal

Date: 26 October 2023

Date: 23/10/23