

PROTECTIVE LEAVE / OTHER LEAVE TYPES

Table 1

LEAVE TYPE	DURATION	RELAVENT TO	CIRCULAR APPLICABLE
Maternity	26 weeks Paid 16 weeks unpaid	1. Teachers 2. SNA's 1. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular 0054/2019 Information note 23/2021 2. SNA: Circular 0017/2013 Information note 0024/2021 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0080/2015
Breastfeeding Breaks (Application needed contact email below)	1 hour per day Pro Rata within the 104 weeks after birth Paid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teachers: Circular 0052/2023 2. SNA: Circular 0039/2021 3. All Staff Other Than Persons Employed as Teachers/SNA's : Circular 0022/2021
Paternity	2 weeks Paid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular 0057/2016 2. SNA: Circular 0058/2016 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0066/2016
Adoptive	24 weeks - Paid 16 weeks - Unpaid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. 1.Teacher: Circular 0047/2023 2. SNA: Circular 0048/2023 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0065/2016
Parents Available until Age 2	9 weeks - Unpaid Benefit payment	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular Letter 58/2024 2. SNA: Circular Letter 59/2024 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular TBC
Parental Available until Age 16	26 weeks Unpaid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular 0054/2019 Information note 0010/2023 2. SNA: Circular 0027/2013 Information Note 0011/2023 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0030/2017
Force Majeure (Application needed contact email below)	3 days in 12 months 5 days in 3 years Paid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular 0058/2023 2. SNA: Circular 0032/2010 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Illness in Family Leave (Application needed contact email below)	5 days per year (including Force majeure entitlement) Paid	1. Teachers 2. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular 0058/2023 2. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Unpaid	10 days per Academic year	1. Teachers 2. SNA's	1. Teacher: Circular 0054/2019 2. SNA: Circular 0032/2010

Carers	104 weeks for relevant person	<ol style="list-style-type: none"> 1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0054/2019 2. SNA: Circular 0033/2023 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0078/ 2015
Domestic Violence (Application needed contact email below)	5 days per 12month period Paid	<ol style="list-style-type: none"> 1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0059/2023 2. SNA: Circular 0060/2023 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0063/2023
Marriage	7 days Paid including weekends/ date of marriage 7 days Unpaid	<ol style="list-style-type: none"> 1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0018/2000 2. SNA: Circular 0018/2004 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Jury Duty/ Witness in Court	Days determined by court Paid	<ol style="list-style-type: none"> 1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0018/2000 2. SNA: Circular 0018/2004 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Special Leave – sporting events	Contact employment services for entitlement	<ol style="list-style-type: none"> 1. Teachers 2. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0018/2000 2. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Marriage Breakdown/ Separation	1.5 days Paid	<ol style="list-style-type: none"> 1. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Study Leave	Contact employment services for entitlement	<ol style="list-style-type: none"> 1. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0061/2021
Medical Leave (Application needed contact email below)	5 days every per 12month Unpaid	<ol style="list-style-type: none"> 2. Teachers 3. SNA's 4. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0050/2023 2. SNA: Circular 0051/2023 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0055/2023

- All leave above in **Table 1** has to be applied for through your Core Portal with supporting documents.
- As stated above some leave requires supporting documents **and** an application form
- Email employmentservices@ddletb.ie for updated application forms and any further queries

LEAVE TYPE	APPLICABLE TO	RELEVANT CIRCULAR
Sick Leave	<ol style="list-style-type: none"> 1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0013/2024 2. SNA: Circular 0014/2024 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0063/2015
Bereavement Leave *(Application needed contact email below)	<ol style="list-style-type: none"> 1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0078/2022 2. SNA: Circular 0079/2022 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Ante Natal Appointments	<ol style="list-style-type: none"> 1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0054/2019 2. SNA: Circular 0017/2013 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0063/2015
Covid Leave *(Application needed contact email below)	<ol style="list-style-type: none"> 1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's 	<ol style="list-style-type: none"> 1. Teacher: Circular 0038/2022 2. SNA: Circular 0038/2022 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0038/2022

- **All leave stated above in Table 2 has to be submitted to your Line Manager who will then enter on the Core Portal on your behalf.**
- **Medical Certs - must be submitted to your Line Manager on your return from Sick Leave.**
- **Bereavement Leave - must accompany a copy of the RIP with your application**
- **COVID 19 Leave – must accompany a picture of your positive antigen test with your application**
- **Email absencemgt@ddletb.ie for application forms and any further queries on leave**