

**PROTECTIVE LEAVE / OTHER LEAVE TYPES**

**Table 1**

LEAVE TYPE	DURATION	RELAVANT 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: <a href="#">Circular 0054/2019</a> <a href="#">Information note 0010/2024</a> & <a href="#">Information note 0001/2025</a> 2. SNA: <a href="#">Circular 0017/2013</a> <a href="#">Information note 0011/2024</a> & <a href="#">Information note : 0002/2025</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0080/2015</a> <a href="#">Information note ETB 0001/2025</a> & <a href="#">Information note 0003/2024</a>
Breastfeeding Breaks <b>Application form required, please contact <a href="mailto:employmentservices@ddletb.ie">employmentservices@ddletb.ie</a></b>	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: <a href="#">Circular 0052/2023</a> 2. SNA: <a href="#">Circular 0039/2021</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's : <a href="#">Circular 0022/2021</a>
Paternity	2 weeks Paid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0057/2016</a> 2. SNA: <a href="#">Circular 0058/2016</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0066/2016</a>
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: <a href="#">Circular 0047/2023</a> 2. SNA: <a href="#">Circular 0048/2023</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0065/2016</a>
Parents Available until Age 2	9 weeks - Unpaid  Benefit payment available	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular Letter 0058/2024</a> 2. SNA: <a href="#">Circular Letter 0059/2024</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular Letter 0072/2024</a>
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: <a href="#">Circular 0054/2019</a> <a href="#">Information note 0010/2023</a> 2. SNA: <a href="#">Circular 0027/2013</a> <a href="#">Information Note 0011/2023</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0030/2017</a>
Unpaid Leave	10 Days per academic year	1. Teachers 2. SNA's	1. Teacher <a href="#">Circular 0054/2019</a> 2. SNA : <a href="#">Circular 0032/2010</a>
Unpaid Medical Care Leave – <b>For Application form contact <a href="mailto:employmentservices@ddletb.ie">employmentservices@ddletb.ie</a></b>	5 days per Academic year	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teachers <a href="#">Circular 0050/2023</a> 2. SNA <a href="#">Circular 0051/2023</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0055/2023</a>

Force Majeure -Application forms at links below <a href="#">Teacher FM Application Form</a> <a href="#">SNA FM Application Form</a> <a href="#">Employee FM Application Form</a>	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: <a href="#">Circular 0058/2023</a> 2. SNA: <a href="#">Circular 0032/2010</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0029/2023</a>
Illness in Family Leave - Application forms at links below <a href="#">Teacher Application Form</a> <a href="#">Employee Application Form</a>	5 days per year (including Force majeure entitlement) Paid	1. Teachers 2. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0058/2023</a> 2. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0029/2023</a>
Carers - <b>Application form required, please contact <a href="mailto:employmentservices@ddletb.ie">employmentservices@ddletb.ie</a></b>	104 weeks for relevant person	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0054/2019</a> 2. SNA: <a href="#">Circular 0033/2023</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0078/2015</a>
Domestic Violence - <b>Application form required, please contact <a href="mailto:employmentservices@ddletb.ie">employmentservices@ddletb.ie</a></b>	5 days per 12month period - Paid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0059/2023</a> 2. SNA: <a href="#">Circular 0060/2023</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0063/2023</a>
Marriage	7 days Paid including weekends/ date of marriage 7 days Unpaid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0018/2000</a> 2. SNA: <a href="#">Circular 0018/2004</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0029/2023</a>
Jury Duty/ Witness in Court	Days determined by court  Paid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0018/2000</a> 2. SNA: <a href="#">Circular 0018/2004</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0029/2023</a>
Voluntary Search and Rescue Leave <b>Application form required, please contact <a href="mailto:employmentservices@ddletb.ie">employmentservices@ddletb.ie</a></b>	5 days per Academic year	1. Teachers	1. Teacher : <a href="#">Circular Letter 0067/2024</a>
Special Leave – sporting events <b>Application form required, please contact <a href="mailto:employmentservices@ddletb.ie">employmentservices@ddletb.ie</a></b>	Contact employment services for entitlement	1. Teachers 2. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0018/2000</a> 2. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0029/2023</a>
Marriage Breakdown/ Separation	1.5 days Paid	1. All Staff Other Than Persons Employed as Teachers/SNA's	1. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0029/2023</a>
Study Leave	Contact employment services for entitlement	1. All Staff Other Than Persons Employed as Teachers/SNA's	1. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0061/2021</a>

- 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](mailto:employmentservices@ddletb.ie) for updated application forms and any further queries

### SICK / BEREAVEMENT/ COVID/ ANTENATAL APPOINTMENTS **Table 2**

LEAVE TYPE	APPLICABLE TO	RELEVANT CIRCULAR
Sick Leave	1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0013/2024</a> 2. SNA: <a href="#">Circular 0014/2024</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular Letter 0063/2024</a>
Bereavement Leave <b>*(Application needed contact email below)</b>	1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0078/2022</a> 2. SNA: <a href="#">Circular 0079/2022</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0029/2023</a>
Ante Natal Appointments	1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0054/2019</a> 2. SNA: <a href="#">Circular 0017/2013</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0063/2015</a>
Covid Leave <b>*(Application needed contact email below)</b>	1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: <a href="#">Circular 0038/2022</a> 2. SNA: <a href="#">Circular 0038/2022</a> 3. All Staff Other Than Persons Employed as Teachers/SNA's: <a href="#">Circular 0038/2022</a>

- 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](mailto:absencemgt@ddletb.ie) for application forms and any further queries on leave