

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 0010/2024 & Information note 0001/2025 2. SNA: Circular 0017/2013 Information note 0011/2024 & Information note : 0002/2025 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0080/2015 Information note ETB 0001/2025 & Information note 0003/2024
Breastfeeding Breaks Application form required, please contact employmentservices@ddletb.ie	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 available	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular Letter 0058/2024 2. SNA: Circular Letter 0059/2024 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular Letter 0072/2024
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
Unpaid Leave	10 Days per academic year	1. Teachers 2. SNA's	1. Teacher Circular 0054/2019 2. SNA : Circular 0032/2010
Unpaid Medical Care Leave – <i>Application forms at links below</i> : Teacher Application Form SNA Application Form Employee Application Form	5 days per Academic year	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teachers Circular 0050/2023 2. SNA Circular 0051/2023 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0055/2023

Force Majeure - <i>Application forms at links below</i> Teacher Application Form SNA Application Form Employee Application Form	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 - <i>Application forms at links below</i> Teachers Application Form Employee Application Form	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
Carers - Application form required, please contact employmentservices@ddletb.ie	104 weeks for relevant person	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	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 form required, please contact employmentservices@ddletb.ie	5 days per 12month period - Paid	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	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	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	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	1. Teachers 2. SNA's 3. All Staff Other Than Persons Employed as Teachers/SNA's	1. Teacher: Circular 0018/2000 2. SNA: Circular 0018/2004 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
Voluntary Search and Rescue Leave Application form required, please contact employmentservices@ddletb.ie	5 days per Academic year	1. Teachers	1. Teacher : Circular Letter 0067/2024
Special Leave – sporting events Application form required, please contact employmentservices@ddletb.ie	Contact employment services for entitlement	1. Teachers 2. All Staff Other Than Persons Employed as Teachers/SNA's	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	1. All Staff Other Than Persons Employed as Teachers/SNA's	1. All Staff Other Than Persons Employed as Teachers/SNA's: Circular 0029/2023
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: Circular 0061/2021

- 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

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: Circular 0013/2024 2. SNA: Circular 0014/2024 3. All Staff Other Than Persons Employed as Teachers/SNA's: Circular Letter 0063/2024
Bereavement Leave *(Application needed contact email below)	1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's	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	1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's	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)	1. Teacher 2. SNA 3. All Staff Other Than Persons Employed as Teachers/SNA's	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