



*"Great oaks from
little acorns grow"*

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Extra Personal Vacation (EPV) Leave Policy for Teachers

1. Purpose

The purpose of this policy is to outline the conditions and procedures under which EPV leave may be granted to teachers. EPV days are provided to facilitate professional development through attendance at Department of Education-approved summer courses that align with the educational priorities of the school.

2. Application Process

- All applications for EPV leave must be made **in writing** to the Principal.
- Applications must be submitted **at least four weeks in advance** of the requested date(s).
- The written request must include:
 - The specific date(s) requested and be signed by the teacher.

3. Approval Process

- The granting of EPV leave is **at the sole discretion of the Board of Management**.
- Approval will be based on:
 - The operational needs of the school.
 - The availability of cover.
 - The relevance of the course to the school's **identified priorities**, as communicated by the Principal.
- The Board of Management retains the right to refuse EPV leave even where all conditions are met, in order to protect the continuity of teaching and learning.

4. Conditions and Limitations

- A **maximum of three (3) EPV days** may be taken by any teacher in a single school year.
- **No EPV days may be taken during the months of September or June.**
- EPV days **cannot be used to extend** other forms of leave, including but not limited to:
 - Sick leave

- Parental leave
 - Force majeure leave
 - Unpaid leave
 - Career break periods
 - EPV days will **only be granted for courses that align with school improvement goals** and identified areas of need, as communicated by the Principal in advance of summer.
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5. Professional Responsibility

- Teachers granted EPV leave must provide a certificate of course completion on return to school following the summer break.
 - Teachers are expected to share knowledge or resources gained through the course with staff as part of a collaborative professional learning culture.
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6. Review of Policy

This policy will be reviewed periodically by the Board of Management and may be updated to reflect changes in Department of Education guidance or school priorities.

Ratified by the BOM on: 20/5/25
Chairperson: Pat Corrigan
Principal: Karen Hennessy