



EPV DAY POLICY

Introduction and Rationale

Extra Personal Vacation (EPV) days are personal leave days that teachers may apply for after attending Department of Education (DE)-approved summer courses. These days recognise teachers' professional development while ensuring that pupils' learning is not unduly disrupted. Under Rule 58 of the Rules for National Schools, the granting of EPV days is at the discretion of the Board of Management. This policy provides clear guidelines so that EPV leave is administered fairly and with minimal disruption to classes.

Entitlement

1. **Eligibility** – EPV days may be granted only to teachers who have completed an approved summer course and who worked a full year in the previous school year. Teachers in their first year of teaching or on short-term contracts are not eligible.
2. **Certification** – Teachers must present a certificate of course completion at the start of the school year. There is no EPV entitlement where attendance at a course is three days or less.
3. **Number of days** – Entitlement depends on the type and number of courses completed:
 - o Completion of one face-to-face, blended or online course (minimum five days/20 hours) entitles the teacher to **three EPV days**.
 - o Completion of two such courses entitles the teacher to **four EPV days**.
 - o Completion of three such courses entitles the teacher to **five EPV days**.
 - o Only one online course will count towards EPV entitlement in any given year.
 - o EPV days must be taken within the school year immediately following the course; unused days are forfeited.

Scheduling and Restrictions

To minimise disruption and ensure fairness, EPV days are subject to the following scheduling rules:

1. **Spread across the year** – Staff are encouraged to take EPV days throughout the school year. June requests will be considered, but teachers are asked to schedule EPV days earlier in the year where possible to avoid a concentration of absences at the end of term. The daily and weekly limits below will apply to June requests as to any other month.
2. **Start and end of terms** – Teachers should avoid taking EPV days during the first two weeks of September, the last two weeks of the school year, or the week leading up to Christmas and Easter.
3. **School events** – EPV days will not normally be approved on staff meeting days, planning days, or days when other classes are away on school tours, sports days, concerts or other major school events. Exceptional cases may be considered at the principal's discretion.

4. **Limits per day/week** – To ensure manageable class sizes:
 - o Only **one class teacher per day** may take an EPV day.
 - o Across the school, no more than **two EPV days** will be sanctioned in any full school week and **one EPV day** in a week with fewer than five teaching days.
5. **Job-sharing teachers** – Teachers who share a post are considered one full-time teacher for EPV purposes. Together they may take **a maximum of four EPV days per year**, i.e., **two days each**, and they must follow the scheduling restrictions above.

Application Procedure

1. **Request by email** – Teachers should request EPV days by emailing the principal. The email should specify the date(s) requested and confirm that the teacher has sufficient entitlement. Requests are processed on a first-come, first-served basis, subject to the daily and weekly limits.
2. **Response and calendar entry** – The principal will respond to each request, indicating whether it is approved or deferred. Approved EPV days will be entered into the staff calendar and communicated to the relevant teachers. While advance notice is not mandated, teachers are encouraged to submit requests at least one week in advance to facilitate planning.
3. **Discretion** – The principal may refuse or defer requests in the interest of pupils' welfare and the smooth running of the school. The Board of Management's decision is final.

Class Organisation on EPV Days

1. **No substitute cover** – The DE does not provide substitute cover for EPV days. Classes of teachers on EPV leave will therefore be **split among other teachers**. A maximum of one class may be split on any particular day.
2. **Planning work** – Teachers taking an EPV day must prepare and leave appropriate work for their pupils. This includes a daily plan and any necessary resources. The work should be left on the teacher's desk or shared digitally so that colleagues can supervise it effectively.
3. **Class division lists** – Each teacher must provide a class division list indicating how their pupils should be distributed. This should be shared with the principal and support team before the EPV day. Teachers should ensure that larger or more active classes and teachers involved in probation or Droichead are not unduly burdened.
4. **Yard duty** – Teachers must arrange cover for yard or supervision duties scheduled on their EPV day and inform the deputy principal or relevant coordinator.

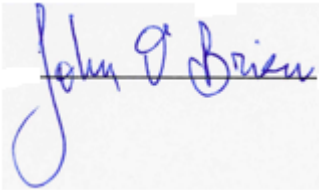

Roles and Responsibilities

- **Teachers** – Apply for EPV days by emailing the principal; ensure that requests respect the scheduling restrictions; provide the required certification and prepare work and class division plans in advance; arrange cover for yard duties.
- **Principal** – Process email requests, maintain the EPV calendar, ensure adherence to the daily and weekly limits, and communicate approvals or refusals. The principal may refuse or defer requests to ensure continuity of learning.
- **Board of Management** – Oversees the application of this policy and may revise it in light of operational needs or updated DE circulars.

Review

This policy will be reviewed regularly and at least every three years to ensure that it continues to meet the needs of the school and complies with current DE guidelines and circulars. Feedback from staff and parents will inform any changes.

Signatures

	
<i>John O'Brien</i>	<i>David Hyland</i>
<i>Chairperson BOM</i>	<i>Principal</i>
<i>Date: 18/11/2025</i>	<i>Date: 18/11/2025</i>