



Knocknacarra Educate Together  
National School

# Extra Personal Vacation (EPV) Days Policy

*This policy has been formulated by Knocknacarra ETNS to provide guidance for staff members in managing the approval and logistical arrangements when a teacher is on leave because of an EPV day.*

**Original Ratification: 2017      Reviewed: 2020, 2024**

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### **Introduction:**

Knocknacarra Educate Together NS encourages teachers to pursue professional developments to support their teaching. As described in Rule 58 of the Rules for National Schools, where a teacher has attended a course approved by DES, extra personal vacation (EPV) days may be taken subject to Board of Management approval.

### **Rationale:**

- To provide encouragement to teachers to undertake professional development courses.
- To assist in the smooth operation of the school when a teacher is on EPV leave because a substitute may not be employed on these days.
- To minimise disruption to pupils and colleagues.

### **Aims and Objectives:**

- To ensure that all staff members understand their entitlements to extra personal vacation (EPV).
- To assist the principal in ensuring that disruption to the pupils is kept to a minimum.
- To guarantee that supervision of pupils is planned and sufficient.

### **Procedures:**

- Requests for EPV days are made to the principal. Except in exceptional circumstances, prior notice – at least two weeks – should be given.
- Teachers are required to give a copy of the certificate from the summer course to the principal.
- Teachers may not take EPV days during the first and last fortnights of each academic year except in unusual circumstances and at the discretion of the principal.
- In the event of two or more applications for the same day, the principal shall consult with each teacher, and a decision will be made, usually on a ‘first come, first served’ basis.
- Teachers will endeavour to take course days in a way that minimises disruption and acknowledges the good will of other staff members who provide supervision in their absence.
- When possible, the principal, with the assistance of support teachers or using part-time support teaching hours, will cover EPV days for mainstream teachers as substitution is not provided by the Department. If this is not possible and if public health guidance allows, the class of a mainstream teacher on EPV leave may be divided among the other classes. Under this arrangement, all teachers are asked to limit their EPV days to 3 per year.
- If an exceptional situation arises where two class teachers are absent, it will be the responsibility of the principal to arrange for the effective supervision of the pupils using the options above.
- Teachers will have work prepared for the individual responsible for teaching the class that day, and this should be readily available to the principal in advance.

### **Ratification and Communication:**

This policy was ratified on the date below. The policy is available electronically for access at any time. It will be reviewed as necessary but no later than 2027.

Paul Adams, chairperson

Date of ratification: 16/12/2024