

**Subject:****TEACHERS' ABSENCES NOT EXCEEDING THREE WORKING DAYS****Circular Number:**

1990/32

**Date of Issue:**

31 July 1990

**Audience:**

- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Boards of Governors and Principals of Grant-Aided schools

**Summary of Contents:**

This Circular outlines the arrangements that take effect from 1 August 1990 in relation to teachers being absent for 3 or less working days..

**Enquiries:**

Any enquiries about the contents of this Circular should be addressed to the relevant employing authority.

**Governors' Awareness :**  
Essential**Status of Contents:**  
Action by Boards of Governors and  
Employing Authorities.Information for Principals, Vice-  
principals and Teachers.**Related Documents:**  
Not Applicable**Expiry Date:**  
Not applicable**DENI Website:**  
<http://www.deni.gov.uk>

## **TEACHERS' ABSENCES NOT EXCEEDING THREE WORKING DAYS**

1. With effect from 1 August 1990 decisions regarding leave for teachers who are absent from school for three working days or less will be a matter entirely for employing authorities.
2. However, in the interests of uniformity of treatment of all teachers and as a guide to employers in the exercise of their employment responsibilities the Teachers' Salaries and Conditions of Service Committee (Schools), which is representative of the Department, employing authorities and the recognised teachers' organisations, has agreed recommended courses of action in respect of particular absences. These are set out in the attached Appendix.
3. In the case of absences of three days or less which are not provided for in the Appendix employing authorities should exercise their discretion in a sensible manner bearing in mind their responsibilities to the needs of pupils.
4. With the introduction of Local Management of Schools in April 1991 responsibility for decisions on leave of absence in the case of schools with fully delegated budgets will rest with individual Boards of Governors (who may not necessarily be the employing authority) but applications for leave should continue to be considered under the terms of this agreement. In the case of absences which are not provided for in the Appendix Boards of Governors should consult with the respective employing authority - Education and Library Boards in the case of controlled schools and the Council for Catholic Maintained Schools in the case of Catholic maintained schools. Voluntary grammar schools should consult the Association of Governing Bodies of Grammar Schools.
5. These arrangements replace the provisions in Circular 1980/53 which is hereby cancelled.

**S PEOVER**  
**Assistant Secretary**

## APPENDIX

CAUSE OF ABSENCE	RECOMMENDED ACTION
1. Death of a near relative, or other relative being a member of the teacher's household.	Up to 3 days' leave with pay.
2. Death of other relative.	One day's leave with pay, but where extensive travel is involved, 2 days may be granted.
3. Attendance at funeral other than that of a relative.	Leave with pay only where attendance is a necessary social duty. The period of absence should be the minimum part of the day necessary to fulfil the duty.
4. Marriage of teacher.	3 days' special leave with pay if marriage takes place (a) outside a period of closing of school; or (b) within a period of closing other than the 'long' vacation.
5. Attendance at a wedding.	1 day's leave with pay if the bride or groom is a near relative or if the teacher is a bridesmaid or best man, but, where extensive travel is involved, up to 2 days may be granted.
6. Serious illness of a member of the teacher's household.	Up to 3 days' leave with pay.
7. Attendance at examinations.	Leave with pay for each day on which an examination is attended provided the examination is designed to lead to additional qualifications.
8. Attendance at interviews in connection with other teaching appointments or other appointments within the NI	Up to 1 day's leave with pay.

education service.

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| 9. Attendance as representative at teachers' union meetings.                                          | Leave with pay provided frequency of absence is not excessive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10. Attendance at Conference of Teachers' Organisations.                                              | Leave with pay.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11. Attendance at Conferences, Meetings etc.                                                          | Leave with pay for:<br>attendance at meetings of Education and Library Boards and CCMS or committees of such bodies; attendance at meetings of statutory bodies or bodies set up by the Department of Education of which the teacher is a member or other meetings arranged by the Department; attendance at a conference where such attendance is likely to be beneficial to the teacher in the discharge of his school duties; or attendance at youth welfare activities eg Girl Guides, Community Relations Projects, etc. |
| 12. Absence due to disruption of daily travel facilities eg flood, snow, transport strike.            | Leave with pay but regard must be had to the individual circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 13. Attendance at Ordination or Profession of near relative.                                          | 1 day's leave with pay, but, where extensive travel is involved, 2 days may be granted.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 14. Attendance at Court, Industrial or other statutory Tribunal as a witness, plaintiff or defendant. | Leave with pay.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 15. Attendance at Graduation Ceremony involving teacher or near relative.                             | 1 day's leave with pay, but, where extensive travel is involved up to 2 days may be granted.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 16. Participating in, or officiating at,                                                              | Leave with pay.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

sporting events of international, national or provincial standing as an amateur.

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| 17. In the event of a wife's confinement.                                                                                                                      | 3 days' leave with pay.                                                                                                                  |
| 18. Serious burglary or serious damage to house.                                                                                                               | 1 day's leave with pay.                                                                                                                  |
| 19. Lay person on bench of juvenile court.                                                                                                                     | Time off with pay less any loss of earnings allowance received by teacher for his service on not more than 4 days in the school year.    |
| 20. Visit to, or accompanying spouse on special visit to a medical consultant or one parent accompanying own child on a special visit to a medical consultant. | Up to 1 day's leave with pay.                                                                                                            |
| 21. Accompanying own child to receive Duke of Edinburgh Gold Award.                                                                                            | Up to 2 days' leave with pay depending on travel arrangements.                                                                           |
| 22. Attending own child's graduation ceremony outside Northern Ireland.                                                                                        | Up to 2 days' leave with pay depending on travel arrangements.                                                                           |
| 23. House removal.                                                                                                                                             | 1 day's leave with pay.                                                                                                                  |
| 24. Birthday, New Year or Special Honours Award to a near relative.                                                                                            | 1 day's leave with pay, but where extensive travel is involved, 2 days may be granted.                                                   |
| 25. Preparation for examination.                                                                                                                               | Leave without pay.                                                                                                                       |
| 26. Attendance at musical festival, feis, etc, as a competitor.                                                                                                | Leave without pay unless a festival is of national or international standing.                                                            |
| 27. Acting as presiding officer, polling clerk etc, at an election.                                                                                            | Leave without pay if school is in operation.                                                                                             |
| 28. Attendance at religious observances when this is required by the regulations of the teacher's religious denomination.                                      | Leave without pay provided the teacher gives notice to his employing authority at the beginning of the school year of the days required. |

## NOTES

1. The term 'near relative' means father, mother, husband, wife, brother, sister, son or daughter, grandparents, father-in-law, and mother-in-law.
2. The term 'other relative' means sister-in-law, brother-in-law, nephew, niece, aunt, uncle or guardian.