



St. Peter's National School  
Church of Ireland,

EXTRA PERSONAL VACATION (EPV) POLICY

The Staff of St. Peter's National School compiled this document  
in February 2018  
Circular 0035/2009

- The Department wishes to advise that with effect from 1 July 2009, all primary teachers participating in approved summer courses will on completion of the course be provided with a certificate confirming attendance and completion of the course.
- A teacher claiming EPV days must present this certificate to the school Principal at the beginning of the school year, as evidence of completion of an approved summer course and entitlement to EPV leave.
- On receipt of the certificate, the principal may approve EPV leave for the teacher in accordance with the terms of circular 37/97.
- The Principal must retain copies of the certificates within the school for future audit purposes.
- EPV leave should be entered on the On-Line Claims System (OLCS) in line with current practice.
- Certificates issued in accordance with the circular should be retained carefully by teachers and schools as replacements cannot be made available.
- Management authorities are requested to bring the contents of the circular to the attention of all teachers in their school. This circular can be accessed on the Department of Education and Science website [www.education.ie](http://www.education.ie).

Guidelines for St. Peter's National School

- Only one teacher in the school may take a course day on any particular day.
- Teachers should leave appropriate work for their class for the full day.

- The Board of Management will provide substitute cover for the first three EPV days taken by a teacher.
- In the event of no substitute cover being available or a teacher exceeds the three EPV days, the class will be divided up as per the "division of class" lists. The school will take into consideration the individual class size when dividing the classes.
- At least three weeks' notice to be given to the Principal prior to taking an EPV day.
- No EPV days to be taken in the last two weeks of December or the last two weeks of June (Exceptional circumstances will be given consideration).
- Successive EPV days shall be applied for in writing and shall only be granted at the discretion of the Principal and Board of Management.
- 5 EPV days is the maximum which may be awarded in any school year.

### EPV entitlements

Course 15 days or more:

Full: 5 EPV days awarded

9-14 days: 4 EPV days awarded

Course 9-14 days:

Full: 4 EPA days awarded

6-8 days 3 EPV days awarded

Course 5-8 days:

Full: 3 EPV days awarded

4 days: 2 EPV days awarded

No EPV entitlement for courses less than 4 days

This policy was adopted by the Board of Management on \_\_\_\_\_

Signed: John Clanko Date: 15<sup>th</sup> October, 2018

Chairperson of the Board of Management

Signed: Rochael Bennett Date: 15-10-18

Principal

Date of next review September 2020.