

## EPV Days – Guidelines for Best Practice

Under rule 58 of the Rules for National Schools, teachers are eligible to apply to their Board of Management for Extra Personal Vacation (EPV) days on foot of attending approved summer courses.

The granting of such leave is at the discretion of the Board as employer. It should be noted that no EPV entitlement arises where attendance at any specific course amounts to 3 days or less, and, in particular, that 5 days EPV is the maximum which may be awarded in any school year.

### **Issues to consider for Policy Development:**

Schools should have a clear Policy document in place covering all staff leave issues, including EPV leave. The guiding principle of any policy, is to ensure that the welfare and educational needs of pupils takes precedence over all other considerations. When drafting an EPV policy, it is best practice to include direction on the issue of the approval of EPV days in the policy.

It is advisable to review your school's policy regularly on teachers availing of EPV days to avoid conflicting dates.

**[Circular 0035/2009](#)** - 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.

The policy document should also provide clarity around items such as – how much notice should be given when requesting EPV days, if particular periods of the school year are excluded (e.g. month of June etc.), procedures for requesting, logging and retention of certs etc.

On receipt of this certificate, EPV leave for the teacher may be approved in accordance with the terms of **[circular 37/97](#)**. The principal must retain copies of the certificates within the school for future audit purposes.

Substitute teachers on non-casual contracts (more than 40 days) are eligible to be considered for EPV leave in the same way as other teachers. These are teachers on non-casual substitute contracts, such as teachers covering a maternity leave.

This claim is NOT processed through OLCS. There is a separate form that is sent in to DES via post. **[Click here to download form to return to DES](#)** (Source: INTO)

### **Useful Links:**

**[DES – EPV Days](#)**

**[IPPN – EPV Policy](#)**