

## Appendix A - Application Form for Carer's Leave

The Application Form should be fully completed and submitted to the employer at least 6 weeks prior to the planned commencement date.

### PART 1A- TEACHER APPLICATION

Teacher's Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

### PART 1B – DETAILS OF PROPOSED CARER'S LEAVE

Application for Carer's Leave in respect of:

Name of relevant person: \_\_\_\_\_

Proposed pattern of Carer's Leave:

☐ One continuous block

☐ Separate periods of weeks as follows (minimum of 6 weeks intervening between the periods):

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

### Declaration

I wish to apply for Carer's Leave in accordance with the Carer's Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B - Confirmation Document for Carer's Leave

### PART 2: TO BE COMPLETED BY EMPLOYER AND TEACHER

I confirm that Carer's Leave has been granted to:

Name of Teacher: \_\_\_\_\_ PPSN: \_\_\_\_\_

*In respect of:*

Name of relevant person: \_\_\_\_\_

Carer's Leave has been granted in accordance with the Carer's Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Following signing, no amendment can be made to the Confirmation Document without the agreement of both parties. A copy of the Confirmation Document should be retained by the teacher.

### Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Carer's Leave application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.