



Information Note TTC 001/2019

**To: The Managerial Authorities of Recognised Primary, Secondary, Community  
and Comprehensive Schools  
and  
The Chief Executives of Education and Training Boards**

**Changes to the Career Break Scheme for Registered Teachers employed in Recognised Primary and  
Post Primary Schools - 2019/20 School Year**

**1. Introduction**

- 1.1 In response to issues raised in relation to teacher supply, certain restrictions imposed in the Career Break Scheme were suspended on 16<sup>th</sup> November, 2018 for the remainder of the 2018/19 school year. You are advised that these restrictions are suspended with effect from the date of this Information Note for the remainder of the 2019/20 school year. This suspension will apply to the 2019/20 school year only.

**2. Purpose of the Career Break Scheme**

- 2.1 A Career Break is a period of special leave without pay. The main objective of the Career Break Scheme is to facilitate applicants where possible, in relation to areas such as:

- Personal Development
- Voluntary Service Overseas
- Accompany spouse/partner on Diplomatic/Military Posting
- Educational purposes
- Public Representation
- Family reasons
- Self-employment

**3. Employment of teachers in a substitute capacity whilst on Career Break**

- 3.1 A teacher who is on a Career Break may now be employed, in a substitute capacity only, without the restrictions imposed in the Career Break Scheme as contained in Chapter 7 (Paragraph 8.1) of Circular 54/2019.
- 3.2 Employers are reminded that in considering applications for Career Breaks, the welfare and educational needs of the pupils shall take precedence over all other considerations and accordingly, must take account of the availability of appropriate qualified replacement teachers.

**4. Pay Arrangements**

- 4.1 A teacher who is on Career Break and is employed in a substitute capacity at post-primary shall be regarded as working on a casual basis until he/she has worked for a period in excess of 150 hours in a recognised school/Further Education centre during the 2019/20 school year. Substitute hours worked in excess of 150 hours will be paid at the teachers' personal rate.
- 4.2 A teacher who is on Career Break and is employed in a substitute capacity in a primary school shall be regarded as working on a casual basis until he/she has worked for a period in excess of 40 days in a recognised school during the 2019/20 school year. Substitute days worked in excess of 40 days will be paid at the teachers' personal rate.

**5. Circulation of Information Note**

- 5.1 Please ensure that copies of this Information Note are provided to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all teachers in your employment, including those on leave of absence.
- 5.2 This Information Note can be accessed on the Department's website at [www.education.ie](http://www.education.ie).

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21<sup>st</sup> November, 2019