



Circular 0035/2009

To: Boards of Management and Principal Teachers of Primary Schools
EXTRA PERSONAL VACATION (EPV)

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 this 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 taken should be entered on the On-Line Claims System (OLCS) in line with current practice.

Certificates issued in accordance with this circular should be retained carefully by teachers and schools as replacements cannot be made available.

Management authorities are requested to bring the contents of this Circular to the attention of all teachers in their schools. This circular can be accessed on the Department of Education and Science web site: www.education.ie

Any queries relating to this Circular Letter should be emailed to primary_personnel@education.gov.ie

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