

Coláiste an Chroí Naofa

Policy on Personal Days

Teachers are entitled to apply for up to 5 personal days per year and these may be granted by the Board of Management. Paid substitution is not available and class cover must be provided by the teacher.

The granting of personal days for attendance at family funerals, weddings, confirmations and graduations is delegated from the Board to the Principal.

Other personal days, that may reasonable be expected to be planned, must be applied for in writing to the Board of Management.

Date of Review: _____

Signed by Chairperson: _____

Date: _____