

**Appendix A - Application for Domestic Violence Leave**

**The Application Form should be fully completed and submitted to the employer as soon as is reasonably practicable prior to or after the absence.**

**PART 1A – TEACHER APPLICATION**

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

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

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

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

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

**PART 1B – LEAVE DETAILS**

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Duration (Days): \_\_\_\_\_

No. of days Domestic Violence Leave taken in past 12 months: \_\_\_\_\_

**Declaration**

I wish to apply for Domestic Violence Leave in accordance with Circular 0059/2023. I confirm that the information provided in the application is true and accurate.

I have not exceeded my entitlement to Domestic Violence Leave, as detailed in Circular 0059/2023.

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

**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 Domestic Violence 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 on [gov.ie](http://gov.ie). 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 on [gov.ie](http://gov.ie). Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659, or [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie), upon request.

**PART 2– EMPLOYER DECISION**

I certify that I have approved/refused the application for Domestic Violence Leave in accordance with Circular 0059/2023. The following documents have been retained on file for audit purposes:

1) Application for Domestic Violence Leave under Circular 0059/2023

2) Copy of Decision Notice issued to teacher

Approved Domestic Violence Leave has been recorded on the OLCS/relevant ETB system

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form/Supporting Documentation should NOT be submitted to the Department of Education. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***