

**IN-SERVICE TRAINING OF TEACHERS  
LEAVE OF ABSENCE AND PAYMENT OF EXPENSES**

The following amendment to present conditions of service for teachers in day schools is issued to supplement paragraph 9 of the scheme which deals with post entry training.

1. Teachers may be granted leave of absence to enable them to take courses of further study approved by the Director of Community Services.
2. The granting of leave will depend on the exigencies of the service.
  - (i) full salary
  - (ii) all prescribed course fees including examination fees
  - (iii) 50% of cost of prescribed books
  - (iv) travelling expenses necessarily incurred. Reimbursement will relate to any available cheap rate or ordinary fare, whichever is the lesser.
  - (v) subsistence allowances in accordance with allowances detailed in Appendix B(1) of the National Scheme of Conditions of Service.
3. Leave of absence with pay for periods up to a maximum of 20 days over the duration of the course shall be given to teachers to prepare for and sit examinations. Applications in exceptional cases for longer leave should be submitted to the Head of Education for approval. This condition shall apply to any course approved by the Director of Community Services whether or not leave of absence has been granted to the teacher to enable him/her to take the course.
4. Expenses will normally be paid by reimbursement on completion of the course and on submission of receipts where appropriate. Claims for reimbursement should be made on Form IS2 obtainable from the school office.