

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

Leave of Absence Policy

Drafted by: HR in consultation with Judicium

Reviewed February 2022

Next Review November 2023

Contents	Page
Part A – Policy	
1. Context	3
2. Key Principles	4
3. Responsibilities of the School / Headteachers	4
4. Responsibilities of the Employee	4
5. Suspected Abuse of Leave of Absence Provisions	5
6. Unauthorised Absence	5
7. Pension Contributions/Continuous Service	5
8. Monitoring	5
Part B – Procedure	
1. Making a Leave of Absence Request	5
2. Categories of Leave:	
• Compassionate Leave (including carers, bereavement, and domestic emergencies)	6
• Court Attendance / Legal Proceedings	7
• Emergency Time Off for Dependents	8
• Jury Service	8
• Routine Dental and Medical Appointments	9

Part of the

Mulberry
Schools Trust



• Medical Treatments	9
• Public Duties	10
• Recruitment	11
• Time off in Redundancy Situations (2 year service requirement)	11
• Religious or Belief Related Festivals Observance	11
• Sabbatical (2 year service requirement)	11
• Secondment (2 year service requirement)	12
• Significant Events, Adverse Weather, and Travel Disruption	12
• Other Unspecified Unpaid	12
• Study Leave / Examination / Examination Duties	13

Appendix 1: Leave of Absence Allowance Table	14
---	-----------

Appendix 2: Leave of Absence Form	22
--	-----------

Appendix 3: Completing the Leave of Absence Request Form (guidance for employees)	
--	--

PART A - POLICY

1. CONTEXT

The school recognises that at some stages during their working lives employees may need to take a leave of absence in order to fulfil their personal commitments, including domestic and family responsibilities and responding to personal emergencies. The school also acknowledges that employees have certain statutory rights in respect of time off work.

It is expected that employees working term time (including teaching staff) utilise the school closure periods in order to minimise the need to take a leave of absence during term time. Where an employee works all year round and can potentially take annual leave during term time, there will be an expectation that the employee uses their annual leave entitlement in some circumstances instead of requesting leave of absence. However, the School will give due consideration to requests made under these provisions and will endeavor to grant reasonable time off in so far as is practicable, taking into account the needs of the school.

The Headteacher has discretion to grant leave of absence during periods of term time which may be paid or unpaid. There is no contractual entitlement or automatic right to leave under the provisions of this policy except in circumstances covered by UK legislation.

The policy outlines the circumstances for which an employee may request time off in a rolling 12-month period. For part-time staff, this period will be pro-rated to the number of hours worked. Where an employee makes a request for leave of absence, and the granting of such leave is likely to have an adverse impact on the School, the Headteacher may decline the leave request. In such circumstances, the Headteacher may require the employee to make up the time at later date in accordance with the needs of the school.

The school reserves the right to decline requests where:

- This would have a detrimental impact on the operation of the school.
- This may cause undue disruption to other staff.
- There is concern that the reason for the leave is not genuine.
- The employee has an overall poor attendance record.
- There is concern that alternative arrangements have not been reasonably explored or put in place.

An employee's overall attendance record across their length of service at the school may also be a deciding factor in determining whether to decline or approve an employee's leave of absence.

This procedure explains:

- The type of leave, limits and how this should be requested.
- How the school will manage requests for leave in a fair and consistent manner.

The policy does not address absences for reasons of personal sickness, lateness, family-friendly leave, disability-related leave, and time off for trade union duties or for Health and Safety Representatives; these are set out in other procedures.

This policy does not contain an exhaustive list of reasons as to why additional leave may be requested by employees and leave for a reason not set out in this policy may be granted at the absolute discretion of the Headteacher. All decisions will be based on an objective approach, applied

consistently and a record kept of the reasons on which each decision is based

This policy applies to teaching and support staff. It should be read in conjunction with any relevant school policies and other relevant documents (e.g., the Burgundy Book and NJC terms and conditions). It applies to employees of the school only and is not intended to have contractual effect. The school may amend this policy at any time.

The school will treat instances of unauthorised leave as a serious breach of the Code of Conduct. Employees should be aware that, if they take a period of leave that has not been approved, their pay may be withheld, and they may be subject to disciplinary action in line with the school's disciplinary procedures.

2. KEY PRINCIPLES

The operational needs of the school will be paramount and, except in emergency circumstances, adequate notice of a request for leave of absence must be given.

The Headteacher (or Governing Body/Chair of Governors) has the delegated authority to decide as to whether to grant time off and whether it should be paid or unpaid.

Any additional time off outside this procedure can only be granted at the discretion of the Headteacher, in consultation with the chair of governors where necessary.

Each case will be judged on its own merits and circumstances. The granting of time off in one case will not necessarily set a precedent for other cases.

The school will ensure the consistent application of this policy towards all staff in line with its equal opportunities policy, taking into account differing national and local conditions of employment.

3. RESPONSIBILITIES OF THE SCHOOL/ HEADTEACHER

- To consider requests for leave that is consistent with the provisions of this procedure.
- To comply with any statutory provisions that may apply in relation to leave of absence.
- To balance any requests for leave with the operational needs of the school; to ensure that granting an employee's leave will not have a detrimental impact on the school or cause undue disruption to other employees.
- To be reasonably satisfied that any requests for leave are genuine and intended for the purpose requested. Request reasonable evidence for proof of leave.
- To respond to requests for leave in a timely manner.
- All annual leave must be taken by 31st March, a maximum of 5 days may be carried over to the next leave year. Untaken leave by this date will be lost.
- Annual leave during school holiday periods needs to be submitted within one week of school holiday.

4. RESPONSIBILITIES OF THE EMPLOYEE

- To make any request for leave in accordance with the provisions and timescales set out in this procedure.
- To take leave only for the specific purpose for which it is requested.
- To request leave as far as is reasonably practicable that takes into consideration the operational needs of the school in order to minimise any impact.
- To reasonably provide additional proof to support the leave requested when asked to do so. Reasonable attempts to obtain such proof will be expected.

5. SUSPECTED ABUSE OF LEAVE OF ABSENCE PROVISIONS

It is expected that employees will only request and take leave specifically for the purpose stated. Where it is suspected that a fraudulent request has been made or leave is not used for the stated purpose, the school may, after appropriate investigation, address the matter through its disciplinary procedures.

6. UNAUTHORISED ABSENCE

If an employee takes leave that not been approved by the Headteacher, the absence will be regarded as unauthorised and, after appropriate investigation, be addressed via the school's disciplinary procedure. The school may also discipline an employee who fails to adhere to the notification requirements set out in this policy.

7. PENSION CONTRIBUTIONS/ CONTINUOUS SERVICE

Employees should refer to the conditions of the Local Government Pension Scheme and Teachers' Pension Scheme for provisions relating to pension contributions during periods of unpaid leave of absence. Pension payments will continue to be made during periods of paid leave of absence.

Approved leave of absence (both paid and unpaid) taken under this policy will be regarded as counting towards continuous service.

8. MONITORING

In order to ensure the effective application of Leave of Absence across the whole school, the school will record all leave requests and leave granted. It will also monitor and periodically review the practice of granting Leave of Absence.

PART B - PROCEDURE

9. MAKING A LEAVE OF ABSENCE REQUEST

Employees will be expected to have taken steps to avoid requesting time off wherever practicable. This is particularly relevant where there is a possibility of the need for time off to occur. Examples of this would include:

- Medical appointments for dependents (whether one off or part of ongoing treatment).
- Care of a dependent.

Unless there are exceptional circumstances preventing the staff member from doing so, all requests for time off must be made in advance to give the Headteacher a chance to consider the request before the intended absence occurs. Leave requests should be provided at the earliest possible opportunity; this will enable the Headteacher to consider the request and arrange adequate cover where necessary. As a general guide, all holiday requests, disregard whether it is during term time or school holidays, staff must provide double the amount of time they intend to be off as notice. All term time annual leave must be signed by the line manager prior to any booking being made and authorized by the Headteacher. There may, however, be occasions where more notice is required depending on the nature and duration of the requested absence. As much detail as is reasonable should be provided to assist the Headteacher in considering the circumstances of the request.

If an emergency does arise and the staff member is unable to let the Headteacher know before taking the leave, they must let them know as soon as is practicable, by telephone if necessary. On their return to work they will need to account for the time off in the same way as they would normally have done had the time off been planned.

An individual who would like to request leave of absence should make an application as follows:

- Complete the leave of absence request form, (template form is attached as Appendix Two) outlining the request for leave of absence, reasons for the request and the dates required. This should be submitted to the Headteacher or delegated person. In the case of the Headteacher, a request should be made to the Chair of Governors.
- It is vital that the request is submitted as early as possible in order for the Headteacher to be able to consider it carefully.
- On receiving a request for time off, the Headteacher or delegated person will consider the request in a timely manner and with due regard to the timing of the intended absence. The

Headteacher or delegated person reserves the right to meet with the individual in order to discuss the request for leave.

- The Headteacher or delegated person will give full consideration to all the circumstances of the request and will respond within a reasonable time period following receipt of the request.
- The Headteacher or delegated person reserves the right to refuse an application for leave on the basis of the school's needs. Where the Headteacher or delegated person refuses a leave request which relates to a statutory reason, the employee may raise a grievance if they are dissatisfied with the reasons given.
- Each request will be judged on its own merits and circumstances. The granting of time off in one case will not set a precedent for other cases.
- Any abuse of the policy will be regarded as a breach of the Staff Code of Conduct and will be dealt with in line with the school's disciplinary procedures.

Employees must not make any firm arrangements regarding their request until it has been approved by the Headteacher or delegated person or the governing body. The governing body / Headteacher or delegated person may consult the HR Manager for guidance.

10. CATEGORIES OF LEAVE

The following leave of absence provisions are covered under this policy. Appendix One gives details of whether leave is paid or unpaid, how much time off may be granted and eligibility requirements. Where the policy does not cover a particular leave arrangement, the school has the discretion to consider it within the scope of this policy.

10.1 Compassionate Leave (including Carers, Bereavement, Domestic Emergencies)

Compassionate reasons include, but are not limited to:

- **Serious or critical illness of a dependents:** Where time off is needed to make deal with the necessary arrangements for or to assist a close relative who is seriously or critically ill. Leave requested in respect of a single episode under this category does not necessarily need to be taken in one block and may be taken in stages according to the needs of the employee and the school. Careful consideration will also be given to requests for time off relating to other people outside an employee's immediate family where close familial ties can be demonstrated; though it is not anticipated that the maximum allowance will be applied unless exceptional circumstances apply. (Close relatives are defined as parents/in-laws, guardians, grandparents, siblings, grandchildren including close relatives of partners)
- **Bereavement:** Where time off is required to help an employee cope with the death of a close relative or deal with necessary arrangements and to attend their funeral. (Close relatives are defined as parents/in-laws, guardians, grandparents, siblings, grandchildren including close relatives of partners)
- **Carers :** Employees with caring responsibilities for a dependant who relies upon them for assistance. For example, providing care to a dependant after a planned operation; taking a dependant to a hospital/medical appointment.

Employees should wherever possible discuss their anticipated caring needs in advance with the Headteacher or Line Manager.

Employees with associated responsibilities for a disabled dependant may also wish to discuss their requirements with the Headteacher/Line Manager in order that any requirements for leave can be anticipated and planned in line with the needs of the school.

Where employees are required to attend planned hospital/medical appointments for a dependant, they will be expected to attend/return to work where it is reasonable to do so e.g., appointment at beginning or end of the school day. Where the appointment is in the middle of the school day necessitating a full day's absence, staff may be required to provide proof of any attempts to rearrange the appointment in order to

cause least impact to the school. The school reserves the right to request additional proof for any appointments arising out of a request under this category.

- **Domestic or other personal emergency:** For example, fire, flood, burglary, unforeseen problems with utilities (i.e., gas, water, electricity). Examples of reasons that are excluded are time off for waiting for a parcel to be delivered, time off for MOTs/servicing of vehicles etc.

10.2 Court Attendance/Legal Proceedings

The school will allow reasonable time off in relation to legal proceedings not related to work matters. The employee should advise the Headteacher /Line Manager in writing as soon as practicable of the dates and duration if they wish to take leave for this purpose. The employee may be required to provide evidence of the dates / duration they will be required to attend court. Please note this provision is separate to any requirement to attend legal proceedings on behalf of the employer in a work-related capacity

10.3 10.3 Emergency Time Off for Dependants

Employees are entitled to a reasonable period of unpaid time off work to deal with unforeseen or emergency situations involving a dependant or someone who relies upon the employee for assistance.

A dependant is defined as the employee's spouse, civil partner, partner, child (including stepchildren and current foster children) or parent; any person who lives in the same household as the employee (other than as a lodger, tenant, boarder, or employee) or anyone else who reasonably relies on the employee to provide assistance, make arrangements for their care, or take action of the kind referred to below. The school may ask you to provide evidence for your reasons for taking the time off, including but not limited to demonstrating that you are the principal carer and the most appropriate person in the circumstance to provide the necessary support, appointment notifications etc.

All employees have a statutory right to take a reasonable amount of unpaid time off work when it is necessary to:

- 10.3.1 Provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
- 10.3.2 Make longer-term care arrangements for a dependant who is ill or injured;
- 10.3.3 Deal with an unexpected incident involving their child during school hours (or those of another educational establishment).
- 10.3.4 Deal with the unexpected disruption, termination, or breakdown of arrangements for the care of a dependant; and/or
- 10.3.5 Take action required as a consequence of the death of a dependant..

Each case will be considered on its own merits. As a guide the time off should be sufficient to enable the employee to deal with the immediate situation and make any necessary longer-term arrangements. In most cases a day or two will be sufficient to deal with the immediate circumstances.

The school will monitor absences and may address this with employees where the number or duration of such absences are causing concern.

For the right to time off under this provision to arise, it must be necessary for you to act in relation to a dependant where there is an immediate crisis. The Headteacher reserve the right to refuse time off where employees could reasonably be expected to make alternative arrangements or contingency plans for the situation in advance - e.g., to take a dependant to a pre-planned/non-emergency appointment. If you know in advance that you may need time off for dependants, this provision will not apply.

Time off for non-dependants is not covered by this provision.

Suspected abuse of this provision will be dealt with as a disciplinary matter in accordance with the school's disciplinary procedure.

10.4 Jury Service

The school will grant employees leave in order to undertake jury service.

The employee should advise the Headteacher as soon as practicable that they have been called for jury service and provide a copy of the confirmation of jury service letter received from the court.

Where an employee is not required to attend court for the whole day, or where they are not required for part of the day, they must inform the Headteacher. The Headteacher may require an employee to return to work for this period. This may vary depending on the circumstances.

The time off for jury service will be paid at normal contractual pay. An employee will continue to receive their usual salary throughout their period of jury service; however, employees are reminded to submit a claim to the court for travelling and food expenses and for loss of earnings. The loss of earnings allowance payable by the court will be offset against the employee's normal salary.

The employee must provide the Headteacher with a Loss of Earnings Certificate obtained from the Court. The Headteacher will calculate the employee's daily net pay. The employee should present the Loss of Earnings Certificate to the clerk of the court on their first day of jury service.

Following the completion of jury service, the employee will receive a payment direct from the court together with a remittance advice. The remittance advice should be passed to the Headteacher to enable the amount paid by the court to be deducted from the employee's salary.

10.5 Routine Dental and Medical Appointments

Routine dental and medical appointments are not subject to the rules governing sickness absence. Where possible, such appointments should be arranged outside your normal working hours or at the very beginning or very end of the working day to minimise disruption.

Where authorised and at the absolute discretion of the school, you may be granted up to two days:

- Time off for dental and/or medical appointment leave,

This entitlement will be calculated pro rata for part time staff, in accordance with their working days when compared to the full time equivalent.

Special consideration will be given where a request has been made in light of exceptional circumstances or when connected with a disability or pregnancy.

Any time off for routine appointments will be considered unauthorised unless it is taken with prior written authorisation from the school, which is at the Headteachers' discretion. The Headteacher will keep a record of such appointments for absence monitoring purposes.

10.6 Medical

Treatments

Fertility

Treatment

Employees who are following a course of fertility treatment are eligible to apply for fertility treatment leave as follows:

Female employees: Up to five days paid leave within a 12-month period to cover necessary treatment during a fertility treatment cycle.
Partners: Up to two days paid leave within a 12-month period to cover necessary treatment and to provide support during a fertility treatment cycle.

The 12-month period runs from the first day that leave is taken for the purposes of fertility treatment. Any unused allowance to paid leave for fertility treatment during the 12-month period may not be carried forward and is forfeited. If an employee requires additional time off, they may take a period of annual leave or unpaid leave by agreement with the school. Alternatively, depending on the treatment being undertaken, an employee may wish to consider making an application for temporary flexible working. If an employee becomes ill as a result of or during fertility treatment, subject to their compliance with the sickness absence policy, they should receive statutory or contractual sick pay in the usual way. Please refer to the school's Time off for Fertility Treatment Policy for further information.

Transitioning (Gender Reassignment)

Employees will not be treated less favorably for being absent from work because they propose to undergo or are undergoing or have undergone gender reassignment.

Reasonable requests for time off for non-medical treatments related to gender reassignment will be considered subject to operational requirements under this procedure. In some cases, the employee may be unable to work due to the effects of the treatment and be signed off as unfit for work by their GP, consultant, or other medical practitioner. An employee may request to take a period of leave before returning to work in their new gender. This should be discussed with the Headteacher, and such leave will be considered subject to operational requirements. Please refer to the school's Transgender and other Gender Equality Policy for further information.

Elective surgery/procedures

Time off for surgery, treatment and recuperation that relates to a medical or psychological condition and is supported by a medical certificate, will be treated as sick leave in the same manner as any other medical appointment. Elective surgery refers to a surgical procedure that is not considered to be medically necessary e.g., cosmetic surgery. In the event that such treatment results in an employee becoming unfit for work, e.g., due to infection or other complications, the usual sickness absence provisions apply, including procedures for certification. Please refer to the School's Time off for Elective Surgery Policy for further information.

10.7 Public Duties

The school will grant a reasonable amount of leave to employees for the specific purpose of undertaking certain public duties.

Such duties include:

- 10.7.1 Magistrates/ Justices of the Peace/ Employment Tribunal panel member.
- 10.7.2 Member of a Local Authority / Local Council or Members of any Committee or Sub-committee thereof.
- 10.7.3 Member of certain public authorities - e.g., police, retained fire-fighters, members of the reserved armed forces, health or education authority, statutory tribunal, or member of a prison board of visitors.
- 10.7.4 School Governor/Trustee.

Employees should advise the Headteacher should they be a member of a public organisation who may be entitled to leave under this provision.

Requests for leave should be planned in advance giving sufficient notice for the school to assess the impact of granting leave. The employee should advise the Headteacher in writing as soon as practicable of the dates and duration they wish to take leave for public duties.

The school will endeavour to grant reasonable time off in so far as is practicable taking into account the needs of the school. The school reserves the right to decline / postpone requests where the amount of time requested becomes excessive or in instances where granting time off would have a detrimental impact on the operation of the school or cause undue disruption to other staff.

Each request will be considered on its own merits.

10.8 Recruitment (1 year service requirement)

The school may grant leave for employees to attend selection/assessment for a post within local government/education sector.

10.9 Time off In Redundancy Situations (2-year service requirement)

If you are under notice of termination by reason of redundancy and have at least 2 years' continuous service on the date that the notice expires, you are entitled to a reasonable amount of paid time off to look for other work or to make arrangements for re-training.

10.10 Religious or Belief-Related Festivals and Observance

The school is committed to equality of opportunity, promotes an inclusive culture and values diversity. Flexibility will be provided wherever possible to enable employees to take leave at a particular time so that they may celebrate or observe their religious/belief-related obligations.

10.11 Sabbatical (2-year service requirement)

The school may, at its discretion, allow employees with 2 years or more service with the school to take a planned sabbatical and return to the workplace afterwards. Breaks may be requested for a number of reasons including to:

- 10.11.1 Pursue a personal interest or project.
- 10.11.2 Undertake voluntary work.

- 10.11.3 Undertake extensive overseas travel.
- 10.11.4 Spend more time with family.
- 10.11.5 To undertake domestic / caring responsibilities.

No more than one sabbatical will be granted during an individual's employment with the school unless in exceptional circumstances.

To qualify, employees need to demonstrate:

- 10.11.6 That they have a firm intention of returning to work by an agreed date.
- 10.11.7 Have a satisfactory attendance, performance and conduct record and have maintained such satisfactory attendance, performance and conduct for at least a year prior to applying for leave.
- 10.11.8 Possess skills which the school wishes to retain.
- 10.11.9 How they intend to use the time away from work.

Any request for time off must be made in writing to the Headteacher no later than 3 months before they wish the break to start. Employees should state the reason for the request, length of the sabbatical requested and the anticipated start and return date.

The Headteacher will meet with the employee to discuss the request. Each request will be considered on its own merits taking into consideration the benefits of granting leave to both the employee and the school. The school reserves the right to decline requests where this would have a detrimental impact on the operation of the school, cause undue disruption to other staff or where it is not possible to cover the Employee's role.

All sabbaticals are unpaid. If the employee is a member of the LGPS, pension contributions must be paid by the employee for the first 30 days of absence - after which the employee may decide whether they wish to pay contributions for the remainder of the absence.

10.12 Secondment (2-year service requirement)

Secondment is a prolonged leave of absence which allows you to work for another educational establishment or organisation. You would typically return to your substantive role at the end of the secondment. The school will need to consider any request for secondment very carefully due to challenges which may be presented in covering your role whilst you are absent and when reintegrating long-term secondees back into the school. The granting of any secondment and the terms on which such secondment shall take place will be at the absolute discretion of the school.

10.13 Significant Events / Adverse Weather and Travel Disruption / Other Unspecified Unpaid

Significant Events

- 10.13.1 Moving house (where it is not possible for this to take place outside of the employee's normal working hours. Evidence may be required to support this request).
- 10.13.2 Attendance at the graduation ceremony of self, spouse, civil partner or partner or own child (including step/foster).
- 10.13.3 Attendance at wedding of own child (including step/foster) or close relative/familial tie.

The Headteacher may also wish to consider a request for leave not listed in the above category in line with this provision. Each request will be considered on its own merits, balanced against the operational needs of the school, and granted at the discretion of the Headteachers.

Adverse Weather Conditions/ Disruption to Travel Arrangements:

Employees have a contractual duty to report to work and should make every reasonable effort to attend work in adverse weather conditions or where there are unforeseen and unavoidable travel disruptions - even if their arrival is delayed.

This provision applies where it becomes impossible or dangerous for an employee to travel to work because of:

- Extreme adverse weather, such as heavy snow;
- Industrial action affecting transport networks; or
- Major incidents affecting travel or public safety.

However, the Headteacher will have due regard to the health and safety of employees and may use their discretion in making appropriate alternative arrangements according to local conditions. In instances where the Headteachers determines that the school should close, all employees will continue to receive full pay. However, employees may be expected to undertake reasonable alternative duties including working from home or attending another location within the jurisdiction of the school. Paid leave should only be considered once all other reasonable options - including working from home, at another site, taking annual leave (where applicable) have been considered.

Other Unspecified Unpaid Leave (2-year service requirement)

The school may exceptionally grant unpaid leave for no more than 4 weeks for reasons other than those specified in this policy. Each request will be considered on its own merits, balanced against the operational needs of the school, and granted at the discretion of the Headteacher.

10.14 Study Leave/ Examination / Exam Duties

The school recognises the importance of staff development and that time away from the workplace may be required for the purpose of attending training or study. Employees may request time Off specifically for the purpose of undertaking training or study leading to a job-related qualification or to develop specific skills relevant to the job role.

Any request for time off must be made in advance in writing in good time before the intended start date of the training / study programme. Employees should state the amount of study leave that will be required and the duration of the programme. Employees must evidence how the particular programme will be of relevance / benefit to them in their job role.

Unless the training/study programme is at the school's request or to the school's direct benefit, any time off agreed under this provision will be unpaid. In exceptional circumstances and at the discretion of the Headteacher time off may be paid.

Appendix One - Leave of Absence Allowance Table

Note: All allowances in the below table are based on a rolling 12-month period, with a maximum allowance of 10 days paid leave within this period (extended only in exceptional circumstances). Jury Service, Public Duties and Sabbatical/Career Break are excluded.

Type of leave	Duration	Paid/Unpaid	Comments / Eligibility
Compassionate Leave (Including Carers, Bereavement, Domestic emergency)			Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision
Serious or critical illness of a dependent	Up to 5 days (Extended to *7 days in exceptional circumstances)	Paid / Paid	If a longer period is envisaged, this will be considered on an individual basis and if granted, will be on an unpaid basis
Bereavement	Up to		
(Close relative/familial tie)	2 days (Dependent on circumstance). Includes journeying time	Paid	*Where a maximum of 7 days have been approved in respect of

Carer	Up to 3 days	Discretion	death, it is anticipated that attendance at the funeral will be incorporated in this allocation.
Domestic/personal emergency	1 - 2 days		
Court Attendance/Legal Proceedings			Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision.
(i) Divorce/Custody cases	Between 1 - 2 days	Paid	Where Headteachers are satisfied that additional days are unavoidable, he/she has the discretion to authorise additional unpaid or paid days.
(ii) Other Personal Reasons	Between 1 - 2 days	*Discretion	

lil Employee issued with a witness summons/subpoena requiring them to attend court/tribunal as a witness		*Discretion	The duration of absence for these categories is dependent on the court.
--	--	-------------	---

(iv) Where the employee has to appear as a defendant, plaintiff or voluntary witness.		*Discretion	*Dependent on whether the employee has the right to claim loss of earnings from the court.
Emergency Time off for Dependants	1 - 2 days (each occurrence)	Paid (first occurrence of 1 - 2 days. Thereafter and subsequent occurrences unpaid).	Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision. If a longer period than 1 - 2 days is envisaged, this will be considered on an individual basis and if granted, will be on an unpaid basis

Jury Service		Paid	Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision.
Routine Dental and Medical Appointments	1-2 days	Paid	Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision.
Medical Treatments Fertility Treatment: a)*Female employee undertaking treatment b)Partner *Gender Reassignment	a)Up to 5 days b)Up to 2 days Up to 5 days	Paid Paid Paid	Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision.
*Elective surgery / procedures	Negotiation with Co-Headteachers	Unpaid	*Sickness procedures apply where employee becomes unfit for work as a result of the treatment
Public Duties (i) Magisterial Duties/Justice of the Peace - (ii) Member of a Local Authority/ Governing Body (iii) School Governors (iv) Service in Non-Regular Forces	As per Local Government and Housing Act 1989, 208 hours/negotiable 1 day per term Negotiable	Discretion Paid	Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision.
(v) Elections	Negotiable	Discretion	Paid leave of absence will not ordinarily be granted for candidates in parliamentary and local government elections.

Recruitment (i)interview / Assessment for another post (including visit to new school)	1 - 2 days	Paid	Eligibility: Employees with 1 year service with the school are entitled to request reasonable time off under this provision.
Time off in Redundancy Situations	2 days Further days	Paid Unpaid	Eligibility: Employees with at least 2 years' continuous service are entitled to time off under this provision.
Religious or Belief-Related Festivals and Observance	Up to 3 days	Unpaid	Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision
Sabbatical	Between 1 term - 1 year	Unpaid	Eligibility: All employees with 2 or more years' service with the school will be eligible to request reasonable time off under this provision

Secondment		[INSERT]-		[INSERT]		Eligibility: All [employees OR members of SLT] with at least 2 years' continuous service.
Significant Event/ Other			1 day (within 12-month period)	Unpaid (unless in exceptional circumstance - Discretion)		<p>Eligibility: All employees, regardless of length of service are entitled to request reasonable time off under this provision with the exception of (v) Other Unpaid Leave where employees require 2 years' service with the school to qualify for this provision</p> <p>The authorised duration of absence for categories (i), (ii) and (iii) will normally be 1 day. However, there may be certain instances when employees have experienced severe problems in these areas and Headteachers will therefore have discretion to extend this to unpaid leave subject to the needs of the school.</p>
	(i)Moving house					
	(ii)Attendance at the graduation ceremony of partner or own child (incl step/foster)		1 day (within 12-month period)	Paid		
	(iii)Attendance at wedding own child (including step/foster) or close relative/familial tie		1 day (within 12-month period)	Paid		
	(iv) Problems getting to v due to adverse weather conditions, public transport delays or strikes or other unforeseen circumstances break down		Undetermined	Discretion		

(v) Other unpaid leave (unspecified personal reasons)	Up to a max of 4 weeks	Unpaid	
--	---------------------------	--------	--

Study Leave/ Examination / Exam Duties			
(i) Training Courses/ Post Entry Training	The length of the approved course but in no case exceeding six months on a day release or block release	Discretion	Eligibility: All employees with 2 or more years' service with the school will be eligible to request reasonable time off under this provision (paid) Headteacher has the discretion to approve unpaid leave for employees who do not meet the service requirement
(ii) Examinations	Dates must be specified and it is normal to allow 1 day's leave for each paper to be taken up to a maximum of 5 days (12-month period).	Discretion	

(iii) Study leave -Heads must decide what is reasonable - within the maximum days stated-- based upon the number of papers to be taken.	Up to a maximum of 5 days	Discretion	
(vi) Examination- Board Duties		Discretion	

Appendix Two

LEAVE OF ABSENCE FORM

NOTES ON APPLYING FOR LEAVE OF ABSENCE

Leave of absence paid or unpaid is discretionary and may be granted in certain situations. It is not a contractual entitlement, and each application is assessed on its own merit. Before requesting leave of absence, you should read the Leave of Absence Policy and Procedure.

All leave of absence applications must be approved by the Headteacher. Your request for leave of absence should be made using this application form. When making your application you must clearly state the reasons why leave of absence should be granted and it must be endorsed by the Headteacher.

Normally leave of absence will be requested 4 weeks in advance, although it is recognised there will be occasions when this will not be possible. The exception will normally be the need for compassionate leave in urgent or unforeseen circumstances. If you take leave prior to approval being obtained it may result in deduction of pay for the days taken and your absence may be classified as being unauthorised which could lead to disciplinary action in accordance with the school's disciplinary procedure.

EMPLOYEE DETAILS (please print)	
First Name	Surname
Telephone Number	
Job Title	

DETAILS OF LEAVE REQUEST	
Type of leave (refer to appendix1)	
Leave required from	
Leave required to	
Total number of days (specify if paid or unpaid)	
Please set out the reasons for your request for leave of absence (use a separate sheet if required)	

PLEASE GIVE DETAILS OF ANY OTHER LEAVE OF ABSENCE APPLICATIONS IN THE LAST ROLLING 12 MONTHS			
Dates	Number of days	Reason	Approved / not approved (If approved indicate whether paid or unpaid)

Declaration:

1. I confirm that I have read the Leave of Absence Policy and understand that if my leave is not authorised and that if I proceed with taking leave this may be considered as unauthorised absence and subject to action under the school's disciplinary procedure.
2. I understand that I may be required to provide proof to support the leave requested when asked to do so and shall undertake to take all reasonable steps to obtain such proof.

Signed Date.....

Print Name:

TO BE COMPLETED BY HEADTEACHER/CHAIR OF GOVERNORS

Name: (please print)

Job title:

Please state if you are supporting or not supporting the request, and why?

--

Signed:

Date:

Appendix Three

Completing the leave of absence request form - Guidance for employees

In order that your request for leave of absence may be looked at sympathetically, it is important to provide details of the reason for the request. The following guidelines clarify the type of information that is required:

Bereavement leave

Please indicate:

- Your relationship to the deceased, i.e., husband, wife, partner, parent, child, brother, sister etc. (refer to section 9.1 for definition of close relative).
- The place where the funeral is to take place and if you need additional travelling time.
- Any other relevant details, such as responsibility for making funeral arrangements.

Dependants' leave for illness of a child

Please indicate:

- The age of the child.
- The nature of the illness.
- Any other relevant details.

Dependant's leave for illness of other close relatives

Please indicate:

- Your relationship to the person who is ill.
- The nature of the illness.

- Any other relevant details, e.g., demonstrating that you are the principal carer and are clearly the most appropriate person to provide support.

Emergency/domestic leave

Please indicate:

- State type of emergency e.g., burglary etc.
- If emergency is relating to the breakdown of care arrangements at the last minute, please give details of type of care arrangements and your relationship to the dependant.
- Any other relevant details.

Request for leave of absence to attend job interview

Please indicate:

- The format of the interview and the duration as given by the Local government establishment/education sector.
- The location and the extent of travelling involved.

Any other relevant details including relevant documentation e.g., interview letter.