



Schools – Leave of Absence Policy

Accepted by: Board of Trustees March 2024

Approving Body: Board of Trustees

Committee: Standards

Review Cycle: 2 years

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Date for next review: Autumn Term (November/December) 2024

1 SCHEME

REASON	Days Entitlement	Pay
<p>1.1 TIME OFF FOR DEPENDANTS</p> <p>Leave of absence should be granted in the case of any illness of a dependant. It is recognised that leave to care for dependants in special circumstances is legitimate and requests should be granted wherever possible.</p> <p>Leave to care for dependants who are seriously ill will only be approved where the individual is clearly dependant upon the employee to care for them.</p> <p>The following are dependants for the purpose of this Scheme:</p> <ul style="list-style-type: none">• A partner• A child• A parent• Anyone else who lives with the employee as part of the Family• Someone who reasonably relies on the employee for assistance	<p>Up to 2 days per absence up to a maximum of 5 per year</p>	<p>2 days paid 3 days Nil</p>
<p>1.1.1 CARERS LEAVE</p> <p>From December 2023 - Day 1 of employment employees are entitled to one week unpaid leave (pro-rated) to provide or arrange care for a dependant (the definition of dependant in the right to time off for dependants as above, which includes “a person who reasonably relies on the employee for care”) with a long care need (i.e. long term illness or injury, disability or issues related to old age, with additional</p>	<p>Up to 5 days (pro-rata) per year to be taken in one block or as single or half days.</p> <p>The minimum period of carer’s</p>	<p>Unpaid</p> <p>Unpaid</p>

coverage for cases such as terminal illness).

Employees will be required to give notice of taking leave of twice the duration as the time being requested plus one day.

The Trust will be able to give a counter-notice to postpone (but cannot deny) the request where the employer considers that the operation of their business would be unduly disrupted

leave an employee may take is half a working day.

1.2 BEREAVEMENT LEAVE

To deal with the death of a close relative: for example to make funeral arrangements or to attend a funeral
The entitlement in 1.1 will apply to other dependants who live with the employee as part of their family.

HT/Head of School discretion should not exceed from the day of the death to the day of the funeral

Yes

Other relatives

Maximum 1 day (up to 3 days)

Discretionary

Compassionate Leave

Discretionary

Discretionary

1.2.1 Bereavement Leave - (Parental Bereavement (Leave and Pay) Act 2018)

Employees who lose a child under the age of 18, or suffer a stillbirth from the 24th week of pregnancy, on or after this date.

Two weeks' leave.

Yes
Statutory

Must have 26 weeks' service

May be taken as one block or as two non-consecutive one week blocks, at any time during the 56 weeks following the child's death.

1.3 TIME OFF FOR URGENT DOMESTIC REASONS

The term urgent domestic reasons cover a range of situations and occurrences such as a boiler bursting at an employee's home or their house being burgled.

Up to 2 days

Usually Nil.
HT/Head of School can grant paid leave.

1.5 GRADUATION, INVESTITURE, etc

- Awarded to immediate relatives. Discretion to be used in regard in relationship as detailed in 1.1 above.
- Own graduation etc

Up to 1 day

Yes

Up to 1 day

Yes

1.6 INTERVIEWS

- Paid leave to be granted to employees attending interviews within Local Government service only.
- Private Sector interviews

Up to 2 days

Yes

Up to 2 days

Nil

1.7	EXAMINATIONS	Leave may be requested for time off to sit examinations. Paid leave will only be granted if the exam is relevant to the individual's employment	Duration of exam	Yes
1.8	EXAMINATION / STUDY LEAVE	Leave may be requested for periods of study to prepare for examinations relevant to their employment	Discretionary	Discretionary
1.9	CPD	Leave may be requested to attend CPD events. Usually CPD requirements are determined through the appraisal process.	Maximum number of days as required	Yes
1.10	COURSES, MEETINGS, CONFERENCES	Separate regulations exist for the payment of fees and subsequent expenses.	As approved	Yes
1.11	EXAMINERS	All absences related to examining and moderating away from the place of employment.	11 days	Yes
1.12	WHITLEY COUNCIL, MAGISTRATES, GOVERNORS & OTHER PUBLIC DUTIES	Employees who hold certain public offices have a right to 'reasonable' time off to perform their duties. This could include acting as a Magistrate, Justice of the Peace, a local councillor or member of a tribunal, serving on an NHS Trust, school governing body, policy authority, environmental agency, etc.	Discretionary	Discretionary
1.13	JURY SERVICE	Employees are entitled under national conditions of service to receive paid leave of absence for jury service. Employees may be required to request a postponement when the service falls on key academic dates.	As required	Yes (less loss of earnings entitlement under juror's allowance)
1.14	COURT APPEARANCE	Where the employee is called to court to act as a witness or as an accused.	Discretionary	Discretionary
1.15	MOVING HOUSE	Employees should make all efforts to move house outside of their normal working hours. Where this is not possible or where an employee is moving to take up his/her post at the school, sympathetic consideration will be given to granting leave of absence.	1 day	Discretionary

1.16 PARLIAMENTARY ELECTION CANDIDATE/ AGENT <ul style="list-style-type: none"> Local GB & Europe 	1 day Seek advice	Yes
1.17 WEDDING <ul style="list-style-type: none"> Own (if unavoidable in term time) Immediate relative Other 	Discretionary 1 day 1 day	Discretionary Nil Nil
1.18 NON-REGULAR FORCES Teachers – leave of absence is at the discretion of the Head Teacher/Head of School and due to conditions of service & will only be granted in exceptional circumstances.	Discretionary	Discretionary
Support Staff – leave of absence for training or voluntary service is at the discretion of the Head Teacher/Head of School	Discretionary	Discretionary
1.19 TO ACCOMPANY SON/DAUGHTER/DEPENDANT TO COLLEGE For interview purposes only.	1 day	Yes
1.20 TRADE UNION OFFICIALS *Please refer to 2.1 & 2.2 in Special Issues notes below.	*Reasonable	Yes
1.21 HEALTH SCREENING (Includes ante-natal see above under Maternity Leave)	As required (if necessary in working hours)	Yes
1.22 VOLUNTARY SERVICES OVERSEAS Academies may wish to agree that employees can be considered for Voluntary Services Overseas and for further guidance should contact the Academy’s HR Provider.	As agreed by the Academy	
1.23 RELIGIOUS FESTIVALS The Trust recognises the importance of religious observance and will attempt to accommodate the needs of the employee.	Discretionary	Discretionary
1.24 COMPULSORY REDUNDANCY Employees serving notice have the right to paid leave and support where reasonable, each case to be considered on request.	Reasonable	Yes

1.25	FERTILITY TREATMENT	Each request will be considered individually in the context of the particular circumstances. Note: The woman undergoing IVF treatment is regarded as pregnant for the period following implantation of the fertilised ova until the end of the protected period.	Discretionary	Discretionary
1.26	MEDICAL & DENTAL APPOINTMENTS	Emergency appointments or where it is not possible to arrange outside normal working hours e.g. hospital appointments.	Discretionary	Discretionary
1.27	BLOOD DONERS	Subject to operational requirements employees may be given reasonable time off.	Discretionary	Discretionary
1.28	BONE MARROW DONORS	Subject to operational requirements employees may be given time off to donate bone marrow. This may include examinations prior to the donation and hospitalisation and recuperation.	Discretionary	Discretionary
1.29	CANCER SCREENING	Routine cancer screening (for example cervical cancer screening and breast examinations) should take place outside normal working hours. Where this is not possible, or where the screening is non- routine, leave of absence should be granted for the purpose of attending such appointments	As Required	Yes
1.30	ADVERSE WEATHER CONDITIONS	Where severe weather conditions prevail, employees are expected to make every effort to attend work, using alternative modes of transport where possible. Employees who are genuinely unable to attend work should where possible and with agreement of the Headteacher/Head of School work from home.	Discretionary	Discretionary
1.31	REQUESTS FOR PERIODS OF UNPAID LEAVE	An extended period of absence from work, after which the employee intends to return to work. To be eligible the employee must have: <ul style="list-style-type: none"> - at least 2 year’s service with the Trust. - Satisfactory performance in all aspects of work - A satisfactory attendance and conduct record. 	Discretionary	Discretionary

2 SPECIFIC ISSUES

2.1 Trade Union Officials

Current employment legislation requires an employer to permit an employee who is an official of an independent recognised trade union to take reasonable paid time off to carry out industrial relations duties and to undergo training, the Board of Trustees must determine what is reasonable, both generally and on specific occasions.

2.2 Trade Union Members

Current employment legislation similarly requires the allowance of reasonable absence (without reference to pay) for the purpose of taking part in a relevant trade union activity. Such absence might, for example, be for short training periods.

2.3 Public Duties

Employees that are elected as Councillors for other local authorities will be granted a reasonable time off to attend to their Council duties. Paid or unpaid leave is to be determined by the Board of Trustees taking into account the operational needs of the Trust.

- **Employees elected as Councillors are restricted to paid leave of a maximum of 208 hours per year.**
- **It is recommended that employees who are school governors should have the following leave with Pay:**
 - **Primary (inc. nursery schools) up to 6 half days per annum**
 - **Secondary up to 8 half days per annum**
 - **These amounts of time being subject to an overall maximum of 26 half days per annum with pay where an employee is a member of several governing bodies.**

2.4 Discretion

In determining the levels of reasonable absence where discretion exists, the Board of Trustees will wish to take into account other leave arrangements for the applicant.

2.5 Notice

Where there is expected to be a pattern of requests for leave (e.g. public duties; examining) it is reasonable for the Board of Trustees to request that reasonable notice be given.

2.6 Term Time Leave

As a general matter of principle, absence for holiday leave should **not be** granted to those persons, teaching and support staff, whose duties relate to the presence of children and students.

2.7 Exceptional Circumstances

Advice is available from the Trust's HR team on matters not covered by these recommendations. In order to achieve reasonable consistency of practice, it is suggested that the Board of Trustees will wish to obtain such advice on other matters.

3 REQUESTS FOR PERIODS OF UNPAID LEAVE

The Board of Trustees may receive applications from staff for unpaid leave. The issue of whether leave is granted or not or is with or without pay should generally be determined by reference to the adopted scheme. However, there are occasional circumstances, usually of a personal nature, where an extended period of unpaid leave may be granted. Although it will be for the Board of Trustees to determine these applications, they may find it helpful to seek the advice of the Trust's HR team regarding both the nature of the leave, and the conditions upon which it may be possible to grant it.

4 DISCRETIONARY LEAVE

Employees will be granted no more than 5 days discretionary leave of absence in a rolling year except in exceptional circumstances. Of this, a maximum of 2 days will be with pay.

Generally, the first two days of discretionary leave taken each year will be paid (unless otherwise specified elsewhere in this policy) and any further days will be unpaid.

A period of leave may be made up of paid and unpaid leave. In exceptional circumstances the Head Teacher/Head of School may grant additional paid or unpaid leave over the 2 day or 5-day entitlement. In these cases, the reason for the decision will be documented.

5 APPLICATION OF THE SCHEME

It should be recognised as a matter of principle that the Board of Trustees will make every effort to adhere to the conditions relating to the leave of absence scheme and to granting leave in accordance with that scheme. However, it should also be recognised that from time to time the arrangements in an academy may be such that requests for leave may have to be declined in order to maintain a proper educational service.

This policy does not apply to staff employed at Queen Elizabeth Sixth Form College.