

Leave of Absence Policy

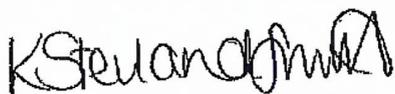
Holy Family Catholic MAC

2018



Applicable to all community and voluntary controlled schools (where WCC is the employer) and voluntary aided, foundation and academy schools participating in the Warwickshire Consultation Framework.

This Leave of Absence Policy has been approved and adopted by the Holy Family Catholic Multi Academy Company on 17th September 2018 and will be reviewed September 2021
Signed by Director of the Academy Trust Company:



Kayleigh Sterland-Smith – Chair of Directors

Signed by Headteacher/Head of School:

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Objective and Scope

This is a model Leave of Absence Policy to assist Headteacher/Head of School/Head of School and Governing Bodies of Schools in making decisions about requests for leave in accordance with legal, contractual and moral obligations.

This policy covers annual leave, family leave and miscellaneous leave. A principal purpose in setting out this policy is to ensure that requests are dealt with fairly and consistently.

The policy applies to all employees of the school. This policy does not form part of any employees' contract of employment.

1. Principles

- Annual leave and occupational sick leave will be in accordance with the relevant conditions of service for teachers and support staff.
- Other leave of absence will normally be on an unpaid basis, unless otherwise specified.
- All leave allowances should be applied pro rata to an employee's contracted hours, unless otherwise stated.
- 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 responsibility for exercising discretion on behalf of the Governing Body is the Headteacher/Head of School's, in accordance with the professional duties defined in the School Teachers Pay and Conditions Document.
- Informal resolution is always encouraged as the first step to resolving difficulties, but where genuine grounds can be provided, a dispute or grievance about a request for leave of absence or payment during leave of absence may be dealt with through the Schools Grievance Procedure; there is no right of appeal to a leave request being declined.
- All requests for leave must provide the school with reasonable notice.
- It should not be assumed approval has been given until a response has been provided by the Headteacher/Head of School or appropriate manager in the school.
- Where the request for leave concerns the Headteacher/Head of School requests should be made to the Chair of Governors.

2. Annual Leave Entitlement for Employees covered by Local Government Terms and Conditions. (support staff)

For support staff contracted to work for 52 weeks' per year, this leave will normally be taken during the school holidays and must be agreed with the Headteacher/Head of School or nominated person in reasonable time, prior to the leave being taken. Only in exceptional circumstances and with the express consent of the Headteacher/Head of School, can leave be taken during term time. Support staff working all year around may carry forward up to 5 days' to the next annual leave year, provided this is done with the Headteacher/Head of School's consent and leave is taken prior to 31st May. The leave year runs from 1 April to the following 31 March.

Staff will not be permitted to take leave during the term unless express consent from the Headteacher/Head of School has been given. If annual leave is granted, this will be unpaid.

All employees should make partners aware that as a rule, time off in term time will not be granted for surprise holidays, birthdays or anniversaries.

3. Teachers' Working Time

A Teacher employed full-time must be available for work for 195 days' in any school year, 190 of those days must be days of which he/she may be required to teach pupils and perform other duties and 5 days' must be days on which he/she may only be required to perform other duties. The same applies for a teacher employed part-time, except the number of hours he/she must be available for work must be a proportion of full-time hours.

In addition to the hours a teacher is required to be available for work, he/she must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties as outlined in the School Teacher Pay and Conditions Document.

These provisions do not apply to employees on either the Leadership or Leading Practitioner pay ranges or those acting up in such a role.

4. Leave Of Absence

Applications for leave of absence should be made within the timescales set out below on the pro-forma in **Appendix 1**. However, in some circumstances, such as an emergency, a written request prior to the absence may not be possible though the employee should report their absence verbally through the normal procedures. In such cases a written request should be submitted as soon as possible after the event.

Type of Leave of Absence	Minimum Notice
CPD events	10 working days
Planned appointments and meetings	5 working days
Emergency events	As soon as possible

*A summary guide on the types of leave /pay entitlements is outlined in **Table 1-5 in Appendix 2**.*

5. Part-time Employees

5.1. The entitlements detailed in this policy are based on an employee working full-time. Where an employee works part-time all entitlements are on a pro rata basis. Staff working on a term-time only basis will be considered as being full- or part-time in relation to their contracted hours per week.

5.2. Where a part-time employee attends CPD on their day off or outside their normal working hours they will either be given equivalent time off in lieu or paid on the same basis as a full-time employee. This should be agreed prior to the commencement of the period of absence.

6. Pension Implications

Staff taking leave of absence must be aware of the pension implications resulting from lost pensionable pay due to any unpaid periods of service.

Should an employee wish to buy 'lost' pension for authorised unpaid leave of absence or unpaid maternity leave please contact payroll@holyfamilycatholicmac.org as soon as they return to work.

- Please note that if a member of staff is a member of the Teachers' Pension Scheme (TPS), pension contributions cannot be paid for periods of unpaid leave.
- Further advice can be sought from the TPS by following the links at www.teacherspensions.co.uk or by calling 0845 606 6166

This may also affect other benefits such as National Insurance and tax contributions. Further advice should be sought from your payroll provider.

7. Personal Leave of Absence

The Holy Family MAC's Policy as agreed by the Board of Directors is:

1. **Time off for a sick child or dependant** – Employees have a statutory entitlement for unpaid time off in unplanned/emergency situations to care for a sick child or dependant.

In exceptional circumstances personal leave for unplanned/emergency situations may be paid for the first day of absence only with the Headteacher/Head of School/Head of School authorisation. This would typically relate to the hospitalisation of the child or dependant.

2. **Compassionate (including Bereavement) or Exceptional Leave** - Noting the provision set out in 7.1, emergency and discretionary leave enables employees to take time off work to deal with an unexpected or sudden emergency involving a dependant. The leave is to deal with the immediate issues and to sort out long term arrangements if necessary. The circumstances that enable employees to take Compassionate or Exceptional leave are:

- Providing assistance where a dependant falls seriously ill, gives birth, is injured or assaulted
- Making arrangements for the care of the dependant who is seriously ill or injured.
- The death of a dependant.
- The care of the dependant has unexpectedly been disrupted or terminated.
- There is an unexpected incident involving the child of an employee whilst at school.

A dependant is a spouse, child, foster child, child in law, parent (next of kin or parent in law), relative or partner living in the same household as the employee (it excludes tenants, lodgers or boarders of the employee). A dependant also includes any person who reasonably relies on the employee to make arrangements for the provision of their care.

See Table 1-5 Appendix 2 for an outline of the various entitlements.

An employee must notify their line manager/ Headteacher/Head of School as soon as practically possible in the event of an emergency.

The Headteacher/Head of School may approve up to five days' paid leave per leave year (pro rata for part timers) for Compassionate, Emergency or Exceptional leave for a close relative (is defined as a husband, wife, partner, son, daughter, father, mother, brother or sister, parent in law or next of kin).

For most cases, one or two days' are reasonable to deal with a problem. The time off is to enable an employee to cope with a crisis, to deal with the immediate care and where necessary to make longer term care arrangements for the dependant. Where paid leave is granted only the first day of absence will usually be paid in any one period of absence, unless discretion is applied by the Headteacher/Head of School.

See Table 1 for details of entitlements for time off for Bereavement.

- 3. Other personal reasons** - Exceptionally, there may be other personal reasons for requesting leave of absence. Usually these will be 'one off' events affecting family. An example might be attendance at a child's or one's own graduation ceremony, child in a school nativity play etc. Such leave, where granted, will normally be unpaid and subject to adequate notice so that replacement staff can be employed if necessary.

Holidays to celebrate anniversaries, birthdays etc. are not considered to be 'one off'.

- 4. Career Break/Extended Leave Of Absence** - Requests for longer periods of leave will be considered on an unpaid basis, for example, in the case of a lengthy period of caring for a chronically sick, disabled, or terminally ill, dependant relative. Extended leave can be for up to 3 months in duration but may be longer at the Headteacher/Head of School's discretion. Sufficient notice that allows the appointment of a replacement should be given wherever possible. Further guidance on Career Breaks is set out in **Appendix 3**.

- 5. Moving House** - Up to 2 days' paid leave may be granted for staff moving house in connection with taking up employment within the school.

Other staff may be granted 1 day's unpaid leave at the discretion of the Headteacher/Head of School.

- 6. Volunteer Reserve Forces Leave** - Reservists are required to inform their line manager that they are a member of the Reserve Forces. Reservist employees will also be required to grant permission for the Ministry of Defence (MoD) to write to the Headteacher/Head of School to make sure the school are aware and provide details of mobilisation obligations and rights as an employee reservist.

Reservist training normally takes place during evenings and weekends. Headteacher/Head of School/Head of School may however grant up to 14 days leave (paid or unpaid) at their discretion where training falls within an employee's normal working hours.

Leave may be refused if it would have a detrimental impact on the running of the school. In any case teachers and other classroom based staff will only granted paid leave if the force's unit cannot arrange exercises during holiday periods

- 7. Mobilisation** - Mobilisation is the process of calling Reservists into full-time service to serve alongside the Regular Armed Forces on operations. The Ministry of Defence aims to give as much notice as possible of mobilisation (but at least 28 days). In circumstances where a reservist employee is mobilised they will not be paid by the school and should be placed on a Career Break for payroll purposes to ensure their continuous service is not broken.

If an employee who is mobilised wishes to remain in the LGPS the school's payroll provider should be informed who will calculate the amount of contributions that the employee and the Ministry of Defence (MoD) must pay. For Teachers the relevant form must be completed, available online at www.teacherspension.co.uk

For further information on mobilisation, please refer to the SaBRE (Supporting Britain's Reservists and Employers) website: www.sabre.mod.uk

8. Carry-over Of Annual Leave

The School expects employees who work 52 week contracts and are covered by Green Book (support staff) terms and conditions of employment to take their full entitlement of

leave in each leave year, which runs from April to March. Where this is not possible, with the knowledge of and by arrangement with the Headteacher/Head of School, employees may carry forward 5 days to the next annual leave year, provided this is taken prior to 31 May. Advice should be sought from the Head of HR when sickness has prevented annual leave from being taken.

9. Religious Observance

Where staff can show that they are bona fide adherents of any organised religion and that they require leave for the purpose of an official holy day, the Governing Body will allow up to 2 days' unpaid leave. Equality and Diversity advice should be sought if required. Arrangements for taking such leave will be a matter for the discretion of the Headteacher/Head of School and may include staff being asked to make up this time at a later date or if this is not possible any leave granted should be without pay.

10. Sporting Events

Where staff can show they are representing their country (or competing/refereeing nationally at a high level or at a prestigious event) they should write to the Headteacher/Head of School so that arrangements can be made for paid or unpaid leave.

11. Public Service and Duties Leave (see Table 4)

Subject to the needs of the school, employees are entitled to reasonable time off in order to carry out the following public duties and activities (please note this is not an exhaustive list):

- A Justice of the Peace
- Jury Service
- A court witness/McKenzie Friend
- A Member of the Magistrates Courts Committee
- A Member of a Family Practitioner Committee
- A Member of a Local Authority
- Serving on such other local or regional public bodies as the Governors may authorise
- Campaigning as an official candidate for a General Election
- Campaigning as an official candidate for a European Election

Under s.50 of the Employment Rights Act 1996 employees who hold certain public positions have a right to reasonable unpaid time off during working hours. This may, for example, involve being a magistrate, school governor or member of a public body. There is no definition in law as to how much time off is reasonable for the purpose of public duties.

For a full-time employee carrying out the above activities, a reasonable amount of time off will be a maximum of 2 normally unpaid days (with the discretion to pay given to the Headteacher/Head of School) or the equivalent in part days per year. Time off for part-timers will be calculated proportionately by reference to the working hours and working weeks. Leave will normally be granted where this can be reconciled with the operational needs of the school/service.

Jury Service - Employees will be notified of a requirement to carry out Jury Service by letter from the courts. A copy of this letter should be given to their Headteacher/Head of School and a request made for the absence from work.

Unless the absence would have a serious impact on the business then the school recognises that it must approve the time off.

Employees will receive normal pay during the period of Jury Service on the condition that any payments received from the court for loss of earnings are paid back to the school. The court will normally provide individuals with a 'Loss of Earnings' form which should be sent to the school and subsequently to the schools payroll provider who will complete and return to the individual to submit to the court.

Once the court confirm how much they will pay for loss of earnings (normally on a Remittance Advice slip) a copy should be sent to the school to be passed to the payroll provider who will deduct the relevant amount from the next monthly pay. Failure to return the Remittance Advice slip will be investigated and could be considered Gross Misconduct under the Disciplinary Policy and Procedure.

A Court Witness/McKenzie Friend (an unpaid advocate usually in family courts) - If an employee attends Court as a witness for WCC/their employer, then this is part of their duties and they will be paid as if attending work. In other cases, where an employee is subpoenaed or subject to a witness summons order to attend Court, special leave with pay will be granted. However, as with Jury Service, the employee must pay back the loss of earnings allowance. Where the employee is not eligible to claim the above allowance then special leave would not be appropriate and the employee would need to take annual leave instead.

12 Study/Examination Leave

For employees who are sitting examinations relevant to their current post or career, providing the school is paying the fees, half a day study leave per examination plus half a day per examination will be paid.

13. GCSE Duties & Activities

For Teachers who are engaged in activities for examining groups, please refer to appendix II of the Burgundy Book, Memorandum of Agreement for the Release of Teachers.

14. Time Off For Trade Union Duties

The school recognises the legal requirement for employers to allow reasonable time off work for the school's elected representatives of recognised trade unions to carry out their duties in the school in which they are elected. Duties that warrant time off with pay include:

- consultation on terms and conditions of employment or the physical conditions of work;
- consultation on recruitment and selection policies, redundancy and dismissal arrangements;
- meetings with school management or LA officers on matters of joint concern;
- representing a union member at a grievance or disciplinary hearing;
- attendance at relevant training courses organised by the trade union.
- Attendance at AGM/EGM

The County Council has a separate agreement with Trade Unions and Professional Associations to provide paid time off for their county representatives, this is covered in **Code of Practice for trade union representation and the management of employee relations** and can be found in the school office or on the WES website . The nominated county representatives are allowed pre-agreed time off each week to carry out their duties and the school is reimbursed from a central budget.

There is no legal definition of reasonable time off. It is important for trade union representatives and schools to be balanced and flexible in how these requests for time off are addressed with the representative providing as much notice as possible, giving details of the reason for taking time off and how much time off is required.

Schools may need to take into account factors such as the:

- nature of the work undertaken
- need to do the work
- needs of the line manager and impact on immediate work colleagues
- importance of health and safety at work
- amount of time off already taken for trade union duties and activities

It's recommended that in the event of a refusal to grant paid time off for a workplace representative that this is communicated to the appropriate County Secretary of the relevant trade union.

15 Bad Weather Conditions/Flight Interruptions

There may be circumstances when the employee is unable to attend work due to bad weather or flight interruptions, but the school remains open as usual. All reasonable effort should be made to attend work. Alternative arrangements may be agreed with the Headteacher/Head of School, e.g. working from home or at a different location. Where this is not possible, non-attendance will normally be treated as unpaid leave.

16. Time Off For Medical Appointments

The school will allow reasonable paid time-off for employees to attend medical appointments, which are unable to be arranged out of working hours. Before arranging non-urgent doctor's medical appointments, employees should seek the approval of their Headteacher/Head of School if it is necessary to take time off work. Employees should make every attempt to make these appointments at the beginning or end of the day or during lunch breaks to minimise the time they have to be absent from work.

Routine doctors or dentists appointments e.g. check-ups should not be taken during term time or working time for those working in holiday periods.

Elective procedures should be arranged during holiday periods and will usually be unpaid.

17. Maternity, Paternity, Adoption Carers Leave & Antenatal Care & Parental Leave

Details for maternity, paternity, adoption, carer's leave and antenatal care can be found in the relevant Family Friendly guides available via the school office/WES website.

18. In Vitro Fertilisation (IVF)

All employees, regardless of hours worked or length of service, are entitled to a reasonable number of days paid leave for the purpose of attending IVF appointments and undergoing fertility treatment. The Headteacher/Head of School may also grant unpaid leave at their discretion.

19. Interviews

The Governing Body recognises the need for prospective employers to occasionally require interviewees to attend for more than one day, especially for school management posts. This

is where there might be a requirement for prospective candidates to undertake a preliminary visit before the formal interviews.

In order to maintain a fair balance between the operational needs of the school and to minimise the burden on other staff, and to be fair to employees who will be seeking to further their career in the education sector, the Governing Body will grant leave of absence for interviews as follows:

- a) The Headteacher/Head of School is empowered to approve up to a maximum of 5 days paid leave of absence for interviews, to cover both formal and informal stages of the process, during any one academic year.
- b) Further leave of absence for this purpose will normally be agreed and will be on an unpaid basis.

Headteacher/Head of School/Head of School may exercise their discretion to grant further paid leave for employees to attend interviews and selection processes. Consideration should be given to:

- whether the employment is within the education sector (this will normally count as a factor in favour of granting paid leave.)
 - the frequency of such requests.
 - the length of service the employee has in their current post.
 - whether the employee is facing redundancy or otherwise has an uncertain future in their current post (in which case paid leave should be granted – if in doubt seek advice from the HR Provider.)
- c) For support staff any days beyond the initial 5 days could be made up during holiday periods, instead of being on an unpaid basis, provided that their work can be carried out during holiday time.

20. Unauthorised Absence

If an employee takes leave of absence without the prior consent of the Headteacher/Head of School, the reason for the absence will be ascertained. If, in the Headteacher/Head of School/Head of School/Head of Schools judgement, the reason for absence merits investigation, this will trigger an investigation which could be considered as an allegation of misconduct or gross misconduct under the Disciplinary Policy.

21 Monitoring

The School/MAC will monitor all applications and decisions relating to requests for leave or absence under this policy to ensure that a fair and consistent approach is taken for all staff.

Appendix 2

Table 1 – Personal Leave *only staff with a floating leave entitlement i.e. 52 week all year round staff				
Type of Leave	Description	Maximum no. of Days	Counts against leave entitlement *	Paid or Unpaid
Dependant	This leave may be requested to allow an employee to deal with an immediate crisis or set up alternative care arrangements when normal arrangements break down. The leave is intended to enable an employee to deal with an emergency situation and not to provide the care themselves. Leave can also be requested to attend medical appointments with dependants.	Up to 5 days per academic year	Yes	Unpaid for Dependants leave
Compassionate Leave	Sympathetic consideration will be given in the case of serious or life-threatening illnesses of a dependant. A dependant is defined, as the employee's parent, wife, husband or partner child, or someone who lives as part of the family, but not the employee's tenant, lodger or boarder. It also includes someone for whom the employee is the main carer.	Discretionary	No	Discretionary for Compassionate leave (normally paid)
Bereavement <i>Close relative</i>	A close relative is defined as a husband, wife, partner, son, daughter, father, mother, brother or sister.	Up to 5 days	No	With Pay
Bereavement <i>Other relatives</i>	Leave will usually be granted for the employee to attend the funeral. However at the Headteacher/Head of School's discretion consideration will be given to requests for additional leave where the employee is the primary person making funeral arrangements.	Max 1 day	No	With Pay

Table 1 – Personal Leave *only staff with a floating leave entitlement i.e. 52 week all year round staff

Type of Leave	Description	Maximum no. of Days	Counts against leave	Paid or Unpaid
Bereavement <i>Close friends</i>	Leave may be granted for attendance at the funeral of a close friend. Additional leave may be granted if travelling to the funeral. necessitates a longer period of absence at the Headteacher/Head of School/Head of School discretion.	$\frac{1}{2}$ day	No	With Pay
Domestic crisis Emergency leave	The School recognises that circumstances may make it necessary and unavoidable for an employee to be absent due to a domestic crisis (including damage or disruption to property e.g. flood, burst pipes, house fire).	Discretionary	Yes	Unpaid
Fertility treatment	Each request will be considered individually in the context of the particular circumstances. Note: undergoing IVF treatment is regarded as pregnant for the period following implantation of the fertilised ova until the end of the protected period.	Discretionary	No	With Pay

Table 2 – Health Related Leave *only staff with a floating leave entitlement i.e. 52				
Type of Leave	Description	Maximum no. of Days	Counts against leave entitlement *	Paid or Unpaid
Blood donors	Subject to operational requirements employees may be given reasonable time off.	Discretionary	Yes	Discretionary (Normally with pay)
Bone marrow and Organ 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.	5	Yes	With Pay
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	No	With pay
Dental treatment	Emergency appointments only where it has not been possible to arrange them outside normal working hours.	Discretionary	Yes	Discretionary
Medical appointments and treatment	Emergency appointments or where it is not possible to arrange outside normal working hours e.g. hospital appointments Non-Emergency	Discretionary Discretionary	Yes Yes	Discretionary Unpaid

Table 3 – Training Related Leave *only staff with a floating leave entitlement i.e. 52 week

Type of Leave	Description	Maximum no. of Days	Counts against leave entitlement *	Paid or Unpaid
Time off to Train	Employees have a statutory right to request leave to undertake training which they believe will improve their effectiveness in their role and overall performance of the school.	Discretionary - depends on the course requirements	No	Discretionary
Study leave and time off for examinations	Leave may be requested for periods of study to prepare for examinations relevant to their employment.	Discretionary	Yes	Discretionary
	Leave may be requested for time off to sit examination. Paid leave will only be granted if the exam is relevant to the individual's employment.	½ day per examination	Yes	With Pay where relevant to employment
Graduation	Leave may be requested for the employee to attend their own graduation	Discretionary	Yes	Discretionary
	Leave may be requested for the employee to attend a relatives graduation	Discretionary	Yes	Unpaid
Requests for CPD	Leave may be requested to attend CPD events. Usually CPD requirements are determined through the appraisal process.	As required	No	With pay

Table 4 – Public Service and Duties Leave *only staff with a floating leave entitlement i.e.

Type of Leave	Description	Maximum no. of Days	Counts against	Paid or Unpaid
Court Appearances	Where the employee is called to court to act as a witness or as the accused.	Discretionary	Yes	See 11.
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	Duration of service	No	Paid, less the loss of earning entitlement under the juror's allowance regulations
Elections candidates	<p>Employees standing as a candidate at local or central government elections.</p> <p>If employees are planning to stand for election they are required to discuss with the Headteacher/Head of School the ongoing impact on their employment should they be elected and how this can be accommodated.</p>	Discretionary	Yes	Discretionary
Volunteer Reserve Forces	<p>Teachers – leave of absence is at the discretion of the Headteacher/Head of School and due to conditions of service will only be granted in exceptional circumstances.</p> <p>Support Staff – leave of absence for training or voluntary service is at the discretion of the Headteacher/Head of School.</p>	<p>Discretionary</p> <p>See 7.6</p>	No	Discretionary
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, up to 2 days per year	No	Discretionary (normally unpaid)

Table 5 – Other Leave *only staff with a floating leave entitlement i.e. 52 week all year				
Type of Leave	Description	Maximum no. of Days	Counts against	Paid or Unpaid
Moving house	Employees should make all efforts to move 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.	2 days where job related 1 day (subject to impact on running of school)	No Yes	Paid Discretionary
Religious observance	The School recognises the importance of religious observance and will attempt to accommodate the needs of the employee.	Discretionary up to 2 days	No	Discretionary
Job-seeking and retraining in a redundancy situation	An employee who is 'at risk' of redundancy can take reasonable time off with pay to look for another job or arrange training	As required	No	Paid
Secondments	A temporary transfer of an employee to another associated organisation for operational, developmental or project purposes. The secondment will be governed by an agreement between all parties involved.	Normally up to 12 months	No	Paid by employer to which seconded
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	No	Discretionary
Attendance at Interview	Leave of absence can be requested to attend interviews.	Discretionary	Yes	Discretionary (max 3 days)
Visits to new employers before commencement	Leave of absence can be requested to visit a new employer's workplace prior to the employee's commencement with them.	Discretionary	Yes	Discretionary (1 day)

Table 6 – Other Leave cont... *only staff with a floating leave entitlement i.e. 52 week all				
Type of Leave	Description	Maximum no. of Days	Counts as	Paid or Unpaid
Unpaid leave e.g. sabbaticals, voluntary service overseas, etc.	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 years' service with the School • Satisfactory performance in all aspects of work • A satisfactory attendance and conduct record 	Discretionary	No	Unpaid
Trade Union activities (including Health and Safety representatives)	Subject to operational requirements reasonable paid time off will be granted to recognised TU representatives for the purposes of representing members in the school, TU training, attending official TU meetings, attending meetings arranged by the school to which representatives are invited and undertaking union learning activities.	As agreed	No	Paid
Wedding Own	It is expected that employees will arrange their own wedding during school closure periods and therefore leave of absence will not be required. In exceptional circumstances beyond the employee's control, e.g. term-dates are changed after the wedding has been booked, leave of absence will be granted.	Discretionary	Yes	Unpaid
Wedding Friends and relatives	Only unpaid discretionary leave will be considered.	Maximum 1 day	Yes	Unpaid
Other matters not covered by provisions	The Headteacher/Head of School has the discretion to consider requests for leave of absence for any reason other than those detailed above. Each request will be considered on a case-by-case basis and on its individual merits e.g. Examiner/Moderation/ Standardisation meetings which is at the discretion of the Headteacher/Head of School/Head of School. Exam boards normally pay for release and if this is not given will also be at the Headteacher/Head of School/Head of School discretion.	Discretionary	Yes	Discretionary

