



Leave of Absence Policy (Part B)

To be read in conjunction with part A

Dated: September 2018

Date of Review: August 2020

LEAVE OF ABSENCE

Applications and/or requests made under this section must be made on the request form to the Headteacher.

Reason for Absence	Period of Absence (working days)	With or without salary	Comment
<p>Compassionate Leave</p> <p>(a) Bereavement and funeral of member of employee's immediate family – son, daughter, father, mother, brother, sister, husband, wife, partner, grandmother, grandfather, grandchild and similar in-law or close relative acting as guardian/parent (no legal standing)</p> <p>(b) Where more than 2 days absence is required in (a) due to travelling or due to additional absence</p> <p>(c) Bereavement of someone other than the employee's immediate family i.e. cousin, aunt, uncle, nephew, niece, close friend</p> <p>(d) Funeral of someone other than the employee's immediate family (as in (c) above)</p> <p>(e) Where more than 1 days absence is required in (d) e.g. due to travelling</p>	<p>2 days - date of death and day of internment</p> <p>As may be approved</p> <p>1 or more days</p> <p>Up to 1 day</p> <p>As may be approved</p>	<p>With salary</p> <p>With salary</p> <p>Without salary</p> <p>Without salary</p> <p>Without salary</p>	<p>Each case should be considered on its merits, taking into account such factors as existence of other relatives to assist with funeral arrangements; closeness of family and relationship and circumstances of the bereavement. The family relationship given in the table are therefore only for guidance. The period of leave indicated in the table may, by discretion, be extended up to a maximum of five days, for any one bereavement if it is felt that the factors surrounding the case warrant this.</p> <p>The usual maximum number of paid days leave of absence granted under this category will be five in one academic year.</p>
<p>Dependants Illness</p> <p>Family illness of son, daughter, husband, wife, partner, parents, in-laws, or family member where the employee is the named carer</p>	<p>As may be approved by the Headteacher/ Principal but normally not more than 5 days in any one year</p>	<p>With salary</p>	<p>The absences have been included to allow a member of staff time to make arrangements for the future care of an elderly relative or child, where that relative either suddenly falls ill or has become too ill to cope on his/her own.</p> <p>When considering requests for this leave, Headteachers should take into account the availability of other appropriate carers within the family unit.</p>

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			<p>In these circumstances, school managers may wish to offer or consider requests for reduced working hours for a specified period.</p> <p>Dental/doctor's/hospital appointments for an employee's own child are expected to be arranged for during an employee's own time (outside of their normal working hours or during an agreed period of annual leave).</p> <p>Where the employee's child is allocated a specific, fixed medical appointment time and a flexible solution to the employee's working hours is not possible, reasonable time off with pay will be considered. In exceptional circumstances where appointments are frequent, time off may be granted without pay.</p>
<p>Urgent/personal business e.g. house burglary, explosion, gas leak, fire</p>	Up to 1 day per incident	With salary	This is to allow staff time to meet with the police, arrange emergency housing for the family etc. It is only intended to cover emergencies, not general visits to solicitors, sick relatives etc.
<p>Medical Appointments Attending hospital appointments for medical examinations or treatment (including medical screening).</p>	As may be necessary	With salary	<p>This is to allow staff time to attend emergency dental appointments or medical examinations or treatment. This includes time off to attend screening for breast and cervical cancer at appropriate intervals.</p> <p>Wherever possible, all doctor's/dental/hospital appointments should be taken in an employee's own time.</p> <p>Where an appointment is made in normal working hours, employees will be asked to provide the Headteacher with a copy of the appointment card/letter in order to confirm the details. Whilst it is acknowledged that the initial appointment may be unavoidably within work time, if possible, follow up appointments should be arranged in the employee's own time. If this also proves to be difficult, then effort should be made to arrange appointments at either the beginning or end of the school day to minimise disruption.</p>

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Elective Surgery/Non emergency medical appointments	Will not be approved		<p>All non-elective hospitalisation should be treated as sickness absence. Medical certificates should be provided in accordance with the normal sickness procedure.</p> <p>Leave of absence for elective surgery will not normally be approved unless medical evidence is provided to demonstrate it is necessary to improve a health condition or prevent future health problems from occurring.</p> <p>Surgery for non-medical reasons should be undertaken during periods of school closure for employee's working term time only, and during a period of agreed annual leave for employee's working 52 hours of the year.</p>
Dental Treatment Emergency dental treatment Non emergency dental treatment	As may be necessary Will not be approved	With Salary With Salary	<p>Routine visits to the dentist (i.e. all non-emergency appointments) should be arranged during an employee's own time.</p> <p>Urgent dental treatment should be requested as leave of absence. Wherever possible, time off in lieu should be taken. In exceptional circumstances and at the discretion of the Headteacher, time off with pay will be granted.</p>
Donors <ul style="list-style-type: none"> • Blood/Plasma Donor • Bone Marrow Donor 	As may be necessary Up to 15 days max) Excess over 15 days	With salary With salary Unpaid	<p>Where possible, appointments should be arranged for in the employee's own time. Where leave of absence is required, leave will be granted with pay.</p> <p>An employee will be granted time off to act as an organ/bone marrow donor up to a maximum of 15 days. Any time in excess of this will be without pay.</p>
Treatment in Relation to Infertility	Up to a maximum of 10 days per year	With Salary	Reasonable paid time off will be granted for employees who are required to attend medical appointments or who are hospitalised in relation to infertility treatment.

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			Consideration will be given to requests for extended periods of leave on an unpaid basis.
Moving House	As may be approved by the Headteacher/ Principal, maximum of 1 day	Without salary	This facility is designed for situations where the removal cannot be on any other day than a working day. It is to cover that day only and is not an allowance that can be taken in lieu.
Religious Observances Attendance at a religious ceremony or observance at of a religious festival which the employee is under a moral obligation to attend or observe by reason of his or her member ship, or office in a Church or religious order.	Not exceeding 3 days in a year, maximum of 2 days per festival	With salary	<p>The Council for Racial Equality's Code of Practice advises that where employees have particular cultural or religious needs which conflict with existing work requirements, there is a need to consider whether it is reasonably practicable to vary or adapt these requirements to enable such needs to be met. This would cover time off for religious observance (prayer times or religious holidays).</p> <p>School holidays and Bank holidays therefore, are usually based around the major western Christian festivals. Western Christians would not be granted more than these. A maximum of 3 days special leave for staff of other religious faiths may be allowed to enable them to observe their main religious festivals e.g. Eid, Diwali, Indian or Chinese New Year and Passover.</p> <p>Teaching Staff/ Term Time Only Support Staff Attendance at a religious ceremony or observance, leave of absence should be agreed with salary for up to three working days a year. Requests for more than 3 days may be granted without salary.</p> <p>Whole Year Working Support Staff Support Staff employed under a whole year contract with a leave entitlement should apply to their Headteacher to take annual leave or flexi leave where a flexi time scheme is in operation.</p> <p>Flexible Leave – All Staff Schools are encouraged to be flexible in managing how time off is accommodated. Where none of the above arrangements are</p>

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If more than 3 days are requested	As may be considered necessary	Without salary	<p>possible then other approaches may be considered such as agreeing to time off in lieu arrangements, other temporary variations in working hours or unpaid leave of absence.</p> <p>Extended Leave – All Staff Extended leave may be approved without salary for a specified period of time. It is recommended that a minimum of 3 months notification of actual dates of leave is given by employees planning to take extended leave.</p> <p>Requests for regular leave of absence such as a Jewish member of staff wishing to leave school in daylight on Fridays, should be considered as a flexible working request</p> <p>Teachers who take regular time off for religious observances should be asked to make up the time.</p>
Transport failure	Up to 1 day – full details of the transport failure must be given at the time of absence	With salary. Salary will be deducted if following an investigation it is considered that the absence was not unavoidable	<p>To be considered and approved at the discretion of the Headteacher.</p> <p>If there is a major disruption to the public transport system because of a strike or bad weather, employees who use this means of transport and have no other alternative will be treated sympathetically.</p> <p>Equally, if an employee's car breaks down and they make every effort to come into work as soon as possible by other means, they will be treated sympathetically.</p> <p>When making a decision about payment, the Headteacher will consider the frequency of an employee's absence or late arrival.</p> <p>In all other cases the guidance rule should be that employees should not be paid for work that they have not done, acknowledging that schools do not place restrictions on where staff live and that the responsibility for arriving at work lies with the member of staff.</p>

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<p>Adverse weather conditions.</p> <p>a. If not required to attend</p> <p>b. If open and reasonable attempts have been made but still unable to attend</p> <p>c. If no attempt is made</p>	<p>As may be necessary</p> <p>Up to 1 day</p> <p>As may be necessary</p>	<p>With salary</p> <p>With salary</p> <p>Without salary</p>	<p>If a decision is made to close the school, the Headteacher will decide whether staff are required to attend. All staff should be treated in the same way.</p> <p>If the school is open, all staff should make every attempt to attend.</p> <p>Where staff have been informed that they are not required to attend they should be paid normal salary. This decision should only be made in exceptional circumstances.</p> <p>If the school is open the Headteacher should determine if that member of staff has made reasonable attempts to get into school.</p> <p>If a reasonable attempt to attend has been made then the absence should be with pay. The extent to which most means of transportation cease or are seriously disrupted will be taken into consideration.</p> <p>If staff do not arrive at school, the Headteacher may ask those staff to make up the time, or alternatively the period will be without pay.</p> <p>Staff who arrive late and who remain in school until the end of the day should not suffer any loss of payment.</p> <p>If the school releases staff early they should not suffer any loss of pay. If a member of staff is to be absent or late they must make every effort to telephone the school to report the circumstances.</p> <p>If a member of staff is ill on the day or days when there are adverse weather conditions, the school's normal sickness reporting and recording procedures apply. Staff who are on a</p>

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			<p>training course who are unable to attend the training venue should if possible report to school. If they are unable to attend school the above will apply.</p> <p>When considering reasonable adjustments for staff with disabilities who may have particular difficulties in attending work under severe weather conditions, the Headteacher has the discretion to grant paid time off in cases where it is considered appropriate.</p> <p>Absences caused by the urgent need to care for children, elderly, other close relatives whose schools, Day Centres or other establishments may have been closed because of severe weather conditions will be considered under emergency leave. If the Headteacher is satisfied that the member of staff had no alternative but to stay at home with the child/person then pay should be granted. However there is an expectation that all reasonable attempts to make alternative arrangements and/or share the responsibility of care with their partner if appropriate.</p> <p>Note: Under each of the above situations, staff should, where possible, undertake work at home when they have been unable to make it into school.</p> <p>In applying the above procedures, Headteachers should look flexibly at the alternatives to unpaid leave which are available to them. For example:</p> <ul style="list-style-type: none"> ➤ Working from home ➤ Flexi time ➤ Time in lieu ➤ Temporary adjustment to hours ➤ Annual leave
<p>Job Interviews:</p> <p>a. for a post within the Public Sector</p>	As may be necessary	With salary	To attend a job interview.

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b. for a post outside the Public Sector	As may be necessary	With salary of up to a maximum of 2 days. Without salary thereafter	<p>Visits to other organisations prior to applying for a post should, wherever possible, be in the employee's own time. If the receiving organisation is unable to accommodate this, reasonable paid leave of absence will be approved.</p> <p>If an employee's absence is excessive and becomes unreasonable and/or unmanageable, then it would be appropriate to bring this to his/her attention and ask/him/her to be more selective in their applications. (S)he should also be encouraged to seek feedback after unsuccessful interviews and be given the opportunity to talk this through.</p> <p>Where an employee is nominated for redundancy, they are automatically allowed time off to seek redeployment.</p>
Leave for Study/to sit an Examination	<p>½ day per exam up to a maximum of 3 days</p> <p>As may be necessary</p>	<p>With salary</p> <p>With Salary</p>	<p>To study for an examination that is connected with the employee's role</p> <p>Leave to sit an examination that is connected with the employee's role or would enhance their professional development.</p>
<p>External Examiner/ Verifier/ Moderator</p> <p>Teachers attendance at a meeting of Examination bodies or acting as an examiner or moderator for them but only where the teacher's own school is involved with the examination body</p>	As may be necessary	With salary	<p>Many teachers work as part-time external examiners, verifiers or moderators as a useful form of personal professional development and because the knowledge and skills they gain are useful to their school and pupils. To a large extent, absences can be planned well in advance to cause minimum disruption and this should be encouraged. However, authorising special leave, with or without pay, for these activities is totally at the discretion of the Governing Body/Principal.</p> <p>When making decisions Principals are urged to consider the needs of both the pupils and the member of staff.</p>

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			Fees are normally paid for this work. It is recommended that where absence is approved with pay, any fees other than for work done outside of directed time, should be paid back.
School Governor/Trustee duties	Up to 6 half days (or equivalent in hours)	With salary	<p>Reasonable time off without pay for governor/trustee duties is a legal right for governors/trustees of schools and colleges.</p> <p>Leave of absence arrangements for employees who are school governors/trustees are:</p> <ul style="list-style-type: none"> • Governors/trustees to be allowed up to 6 half-days per year (or equivalent in hours) to carry out their normal responsibilities as a governor such as visiting the school whilst it is in session or attending committee meetings, all such time off to be agreed with the Headteacher; • governors to be allowed, at the discretion of the Headteacher, up to a further two days (or equivalent in half-days or hours) to assist in the appointment of staff or in the performance review of the Principal or similar additional responsibilities as a governor/trustee; factors to be considered are: <ul style="list-style-type: none"> - how much time is needed to carry out a governor/trustee's duties - whether the employee is also being given time off from work for other activities - the impact on the operational requirements of the school <p style="text-align: right;">All such time off to be with pay.</p>
Attendance at Weddings a) Employee's own wedding during term time (for teachers and support staff working term time only) b) Of members of staff's immediate family i.e. father, mother, brother, sister,	Will not be approved 1 day	 With salary	For teachers and support staff working term time only: Leave of absence will not be granted for an employee's own wedding during term time. Time off to attend the wedding of the employee's or employees' partners immediate family, i.e. father, mother, brother, sister,

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<p>husband, wife, partner, grandmother, grandfather, grandchild</p> <p>c) Other than immediate family i.e. cousin, aunt, uncle, nephew, niece, close friend</p>	1 day	Without salary	<p>husband, wife, partner, grandmother, grandfather, grandchild, one day with pay will be granted. Unavoidable travelling time in excess of this will be considered without pay.</p> <p>Time off to attend the wedding of someone other than the employee's or employees' partners immediate family i.e. cousin, aunt, uncle, nephew, niece, close friend, one day without pay will be granted.</p> <p>Support staff working throughout the year; annual leave should be used to attend a wedding, subject to approval.</p>
<p>Attendance at University Graduation or similar ceremony e.g. Armed Services, Police Authority, Graduation of the member of staff or any member of immediate family receiving degree or being honoured i.e. mother, father, son, daughter</p>	1 day	With salary	<p>Time off to attend the graduation ceremony or similar ceremony e.g. Services, Police, of the member of staff or any member of immediate family receiving degree or being honoured i.e. mother, father, son, daughter, one day with pay will be granted.</p> <p>Unavoidable travelling time in excess of this will be considered without pay.</p> <p>For support staff working throughout the whole year, annual leave should be booked and approved for any request to attend a graduation or similar ceremony.</p>
<p>Jury Service</p>	As may be necessary	With salary – claim for loss of earnings to be made to Court and the appropriate deductions are made from salary	<p>Granting time off for jury service is not discretionary.</p> <p>Where an employee is on Jury service they must claim the allowances to which they are entitled and inform the Office Manager of the allowances they receive. The onus for recovering allowances lies with the member of staff.</p> <p>The Headteacher authorising the absence should advise the member of staff of his/her responsibility to inform the Office Manager of the amount of allowance received and explain the process.</p>

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			The member of should retain the allowance and his/her salary will be reduced by the same amount. Failure to claim allowances will result in the amount that could have been claimed being charged to the member of staff
<p>Justice of the Peace/ Magistrate duties or a member of a public body or undertaking public duties</p> <ul style="list-style-type: none"> • A local authority • A statutory tribunal • A police authority • A board of prison visitors or a prison visiting committee • A relevant health body 	As may be approved by the Headteacher/ Principal	<p>With pay.</p> <p>Where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to the School</p>	<p>Time off without pay for these activities is a legal right. Where a member of staff undertakes a statutory public duty, there is a statutory obligation to allow 'reasonable' time off, taking account of:</p> <ul style="list-style-type: none"> • how much time off is required to perform duties as a whole and how much for the particular duty in question; • how much time off the member of staff has already had for public duties; and • the effect of the member of staff's absence on the running of the school. <p>The Headteacher will therefore exercise discretion within the maximum limits set.</p> <p>For statutory bodies, the law only refers to attendance at committee meetings, not to any other related attendance. Situations may occur where a member of staff asks for time off for meetings of an official subset of the committee, the request should be considered favourably within the confines of 'reasonableness'.</p>
<p>Attendance at Court:</p> <p>a. If summoned or subpoenaed as a witness either in a criminal or civil case</p> <p>b. Voluntary attendance as a witness</p>	As may be required	<p>With salary (Any loss of earnings are payable by the Court will be deducted from salary)</p> <p>With/without salary- at the</p>	<p>Compulsory attendance as a witness</p> <p>Granting time off for an employee to attend Court as a summoned or subpoenaed witness is not discretionary. Any witness expenses must be claimed and declared to the Office Manager to enable salary adjustments to be made.</p>

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c. If the proceedings are against the member of staff	As may be approved by the Headteacher/Principal As may be required	discretion of the Headteacher/Principal Without salary	Voluntary Attendance at Court Leave and pay for voluntary attendance at Court as a witness should be negotiated considering the circumstances of the case. Where attendance would be of obvious benefit to the member of staff (divorce, child custody etc) leave should normally be granted. If the proceedings are against the member of staff, leave is given but without pay.
Time off for Trade Union Duties and Activities	As may be approved by the Headteacher/Principal		Trade Union Activities The law does not define these activities but excludes industrial action. Inspire Partnership MAT will support attendance at conferences and training as required (though it is rare that a significant amount of time off for training school-based representatives in undertaking their trade union activities will be required). Where the annual conference of a recognised union falls within term time, leave will be granted with pay and will be granted to an agreed number of official delegates. Requests should be considered on the basis of 'reasonableness'. Trade Union Duties Where the School/Academy has a Facilities Agreement with the recognised unions, this will apply and cover the absence of trade union representatives in undertaking trade union duties locally.
Attending an important function at a child's school, college or university (other than Graduation ceremony)	Up to 1 day	Without salary	For teachers and support staff working term time only: Time off to attend an important function at a child's school, college or university (other than Graduation), up to 1 day without salary may be granted.

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			For support staff working throughout the year, annual leave or flexi should be booked and approved for any request to attend an important function (other than Graduation).
Holidays in term time	Will not be approved		Holidays in term time will not be granted. For support staff working throughout the year that have an annual leave entitlement, they should take the majority of their leave in school holiday periods.
Special Events/Functions	As may be approved by the Headteacher/ Principal	With/without salary	Reasonable leave of absence will be granted where a member of staff is required to attend a special function or event either as a participant or in support of others e.g. <ul style="list-style-type: none"> • An employee is specifically requested to attend a function/event by a government department or other similar body • An employee is required to attend a national or international event as either a competitor or in support of those competing • An employee is receiving an honour of some form <p>If the member of staff is making a representation at National level then agreement should be made with pay but if the member of staff is making a representation at Local level than an agreement may be made without pay. It may be necessary to involve the Trust in discussions about this type of absence.</p>
Service in Non Regular Forces	As necessary (see comment)	With pay	Teachers and staff working term time only A teacher or term-time only employee who is a volunteer member of the non-regular forces is entitled to attend Summer Camp in school closure as required with normal pay. Support Staff working throughout the year Support staff working throughout the year who are volunteer members of the non-regular forces are entitled to attend Summer

