



Red Hall Primary School

Leave of Absence Policy

Status	Date
Date Issued:	January 2007
Reviewed by:	EPM – October 2022
Description of changes:	
Date Reviewed by the Governing Body:	
Next review date:	Summer 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 day paid 3 days Nil</p>
<p>1.2 BEREAVEMENT LEAVE</p> <p>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.</p> <p>Bereavement Leave - (Parental Bereavement (Leave and Pay) Act 2018)</p> <p>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.</p> <p>Must have 26 week's service</p>	<p>Head Teacher discretion should not exceed from the day of the death to the day of the funeral</p> <p>Two weeks' leave.</p> <p>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.</p>	<p>Yes</p> <p>Yes Statutory</p>
<p>1.3 TIME OFF FOR URGENT DOMESTIC REASONS</p> <p>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.</p>	<p>Up to 2 days</p>	<p>Usually Nil. Governing Body/ HT can grant paid leave</p>

1.4	MATERNITY LEAVE ADOPTION LEAVE PARENTAL LEAVE SHARED PARENTAL LEAVE PATERNITY LEAVE ANTE-NATAL CARE TIME OFF TO ACCOMPANY A PREGNANT WOMAN TO ANTE-NATAL APPOINTMENTS	Please refer to the relevant School Policy	
1.5	GRADUATION, INVESTITURE, etc <ul style="list-style-type: none"> Awarded to immediate relatives. Discretion to be used in regard in relationship as detailed in 1.1 above. Own graduation etc 	1 day	Yes
		1 day	Yes
1.6	INTERVIEWS <ul style="list-style-type: none"> 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 Sitting an approved examination, per exam.	Duration of exam	Yes
1.8	EXAMINATION STUDY LEAVE	Half day per exam	Yes
1.9	COURSES, MEETINGS, CONFERENCES Separate regulations exist for the payment of fees and subsequent expenses.	As approved	Yes
1.10	EXAMINERS All absences related to examining and moderating away from the place of employment.	11 days	Yes
1.11	MAGISTRATES, GOVERNORS & OTHER PUBLIC DUTIES Paid leave of absence will be granted subject to the exigencies of the service *Please refer to 2.3 Specific Issues note below	As required	*Yes
1.12	JURY SERVICE	As required	Yes (less court allowance)
1.13	MOVING HOUSE In exceptional circumstances where a moving date cannot be arranged outside the school term.	1 day	Nil
1.14	PARLIAMENTARY ELECTION CANDIDATE/ AGENT <ul style="list-style-type: none"> Local GB & Europe 	1 day Seek advice	Yes
1.15	ELECTIONS Granted to staff employed on polling day and at Count, in connection with the Local Authority.	As required	Yes

1.16 WEDDING	<ul style="list-style-type: none"> • Own (if unavoidable in term time) • Immediate relative • Other 	3 days 1 day 1 day	Yes Nil Nil
1.17 NON-REGULAR FORCES	<p>Employees having a commitment to attend Armed Forces annual training should on request be granted 2 weeks paid leave of absence. (Employees are encouraged where possible to arrange out of term-time).</p>	10 days	Yes
1.18 TO ACCOMPANY SON/DAUGHTER/DEPENDANT TO COLLEGE	<p>For interview purposes only.</p>	1 day	Yes
1.19 TRADE UNION OFFICIALS	<p>*Please refer to 2.1 & 2.2 in Special Issues notes below.</p>	*Reasonable	Yes
1.20 HEALTH SCREENING	<p>(Includes ante-natal see above under Maternity Leave)</p>	As required (if necessary in working hours)	Yes
1.21 VOLUNTARY SERVICES OVERSEAS	<p>Academies may wish to agree that employees can be considered for Voluntary Services Overseas and for further guidance should contact the School's HR Provider.</p>	As agreed by the School	
1.22 RELIGIOUS FESTIVALS	<p>There is no legal requirement to paid time off, however requests must be given serious consideration by both HT and Governing Body.</p>	At discretion of HT/Governing Body	Nil
1.23 COMPULSORY REDUDANCY	<p>Employees serving notice have the right to paid leave and support where reasonable, each case to be considered on request.</p>	Reasonable	Yes

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 Governing Body 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

The Governing Body wishes to note that it subscribes to the principle of staff undertaking public duties, and would recommend that they approve absence for these purposes wherever possible within the limits of the scheme.

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 Governing Body taking into account the operational needs of the School.

- 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 Governing Body 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 Governing Body 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 School's HR Provider on matters not covered by these recommendations. In order to achieve reasonable consistency of practice, it is suggested that the Governing Body will wish to obtain such advice on other matters.

3 REQUESTS FOR PERIODS OF UNPAID LEAVE

The Governing Body 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 Governing Body to determine these applications, they may find it helpful to seek the advice of the School's HR Provider regarding both the nature of the leave, and the conditions upon which it may be possible to grant it.

4 APPLICATION OF THE SCHEME

It should be recognised as a matter of principle that the Governing Body 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 the School may be such that requests for leave may have to be declined in order to maintain a proper educational service.