

<p style="text-align: center;"><b>LEAVE OF ABSENCE POLICY</b></p> <p style="text-align: center;"><b>FOR STAFF IN SCHOOLS WITH DELEGATED POWERS</b></p>
--

## **1.0 INTRODUCTION**

- 1.1 The Governing Body recognises the need for Equal Opportunities and has adopted a Leave of Absence Policy in recognition of the domestic and family responsibilities of staff in schools.

## **2.0 ELIGIBILITY**

- 2.1 The policy covers all staff in the school.

## **3.0 CIRCUMSTANCES COVERED BY THE POLICY**

- 3.1 The policy covers a wide range of circumstances as detailed in the attached Schedule.

## **4.0 LENGTH OF LEAVE**

- 4.1 Leave of absence is available as follows:

a. Maternity Leave and Adoption Leave

- See separate policies

b. Other Leave

Staff are entitled to leave of absence in accordance with the attached schedule in any one academic year (pro-rata for part-time employees) and subject to the maximum amount of paid leave (i.e. 5 days) in any one category not being exceeded.

In exceptional circumstances, any extension of paid leave of absence or unpaid leave of absence will be approved by the Headteacher in consultation with the Chair of the Governors.

In the case of Headteachers all leave taken under this policy normally should be formally cleared with the Chair of Governors.

## **5.0 NEW STAFF**

- 5.1 New staff qualify for leave of absence, immediately on appointment, except where otherwise indicated on the Schedule. In the case of non-teaching staff 'claw back' arrangements do not apply to the policy. This means that when a member of staff leaves the school neither leave entitlement nor pay will be deducted in respect of any leave taken.

## **6.0 NOTICE & REQUEST FOR LEAVE**

- 6.1 Employees should give as much notice as is reasonably practicable in the given circumstance.

The reason for the request must be given in writing to the Headteacher. In some cases it may be necessary to do this after the event, but any request for leave must have approval from the Headteacher.

## **7.0 PAYMENT FOR LEAVE OF ABSENCE**

- 7.1 Payment during leave of absence will be based on the individual's basic rate of pay, that is, without bonus or overtime payments.
- 7.2 Where leave of absence is granted without pay it is expected that the money saved will be used to employ replacement staff.

## **8.0 MONITORING AND RECORDING**

- 8.1 Headteachers are responsible for monitoring and recording all leave granted. Any abuse of the provisions of this Leave of Absence Policy should be dealt with under the Disciplinary Policy adopted by the school.
- 8.2 The LEA may request details on the implementation of this policy in order to report statistics to the Education Committee.

## **9.0 REVIEW OF THE POLICY**

- 9.1 This policy will be reviewed after 12 months of its implementation.

## LEAVE OF ABSENCE POLICY – SCHEDULE

CIRCUMSTANCES	WHO IS ELIGIBLE	PERIOD OF LEAVE ENTITLEMENT WITH PAY	DISCRETIONARY (in any one academic leave year)	AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY
<p><b><u>BEREAVEMENT LEAVE</u></b>  <b>In charge of funeral arrangements</b></p> <p><b>Close Relative</b></p> <p>Partners            Parents            Son/Daughter            Brother/Sister            Grandparents            Grandchildren            In Laws</p>	<p>All staff</p>	<p>up to 5 days            up to 5 days            up to 5 days            up to 5 days            up to 5 days            up to 5 days</p>	<p>At the reasonable discretion of the headteacher without Pay</p>	
<p><b>Not in charge of funeral arrangements</b></p> <p><b>Close Relative</b></p> <p>Partners            Parents            Son/Daughter            Brother/Sister            Grandparents            Grandchildren            In Laws</p>	<p>All staff</p>	<p>5            3            3            3            2            2            2</p>	<p>At the reasonable discretion of the headteacher without pay (e.g consideration of the location and distance involved).</p>	
<p><b>Funeral – other than near relative</b></p> <p>Cousins, nephews, nieces, uncles, aunts, great grandparents, great aunts, step relatives or close friends or where appropriate as representative of a recognised trade union.</p>	<p>All staff</p>		<p>At the reasonable discretion of the headteacher without pay.</p>	

CIRCUMSTANCES	WHO IS ELIGIBLE	PERIOD OF LEAVE ENTITLEMENT WITH PAY	DISCRETIONARY (in any one academic leave year)	AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY
<p><b><u>COMPASSIONATE LEAVE</u></b> Acute Domestic Distress</p> <p>Leave in the event of acute domestic distress such as a serious fire in the employee's home, flood and burglary.</p>	All Staff	Up to 5 days with pay	Up to 5 days without pay	
Illness of the Employee's Child or Children	All Staff	Up to 5 days with pay. Where the parent is the sole carer and there is more than one child the headteacher has the discretion to extend the period with pay.	Up to 5 days without pay.	
Serious illness of a close relative or partner	All Staff	Up to 5 days with pay	Up to 5 days without pay	
Attendance at Medical Appointments with children or very close relative	All staff	Up to 3 days with pay	Up to 5 days without pay	
<b>MATERNITY SUPPORT LEAVE</b>				
Leave to attend the birth and/or support the mother afterwards. The provisions still apply in the event of the child not surviving. This leave is normally to be taken in one block, unless mutually acceptable alternative arrangements can be agreed by the employee and his/her headteacher.	The partner, regardless of marital status or close relative (mother, sister, brother).	Up to 5 days with pay	Up to 5 days without pay.	

<b>CIRCUMSTANCES</b>	<b>WHO IS ELIGIBLE</b>	<b>PERIOD OF LEAVE ENTITLEMENT WITH PAY</b>	<b>DISCRETIONARY (in any one academic leave year)</b>	<b>AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY</b>
<b>PERSONAL DEVELOPMENT</b>				
Attendance as a candidate for an examination leading to a recognised qualification.	All staff	Time required to attend exams		
Interviews with other Local Authorities and Educational Bodies	All staff	As required		
Presentation of degree or other similar ceremony, (partner, son, daughter)	All staff	Up to 1 day with pay		
<b>MISCELLANEOUS</b>				
House Removal	All staff			Up to 1 day without pay
Wedding of near relative	All staff			Up to 1 day without pay
Religious festivals where required by religious faith	All staff	Up to 3 days with pay		
International Sport Selection/Officials	All staff	At the discretion of the Governing Body	At the discretion of the Governing Body	
Attendance at Governing Body Meetings:-				
a) of own school	All staff	granted with pay		
b) of other schools	All staff			b) Without pay

CIRCUMSTANCES	WHO IS ELIGIBLE	PERIOD OF LEAVE ENTITLEMENT WITH PAY	DISCRETIONARY (in any one academic leave year)	AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY
OfSTED Inspection	All staff		Without pay unless part of Kingston upon Hull advisory team	
Magisterial duties	All staff	At the discretion of the Governing Body	At the discretion of the Governing Body	
Jury Service	All staff	Without loss of earnings	At the discretion of the Governing Body	
Court attendance/Inquests/Tribunals when summoned	All staff	Without loss of earnings		
Trade Union Duties – separate document				
Holidays with partner when partner is required to take holidays during term time.	All staff		If granted, exceptionally without pay	

#### NOTES:-

1. **Serious Illness** – means dangerous illness or sudden illness, the suddenness of which makes it necessary for the employee to make urgent and special arrangements for the care of the patient and/or his/her family.
2. **Child** – for the purpose of leave, is a child under the age 16, unless she/he has a physical or learning disability, in which case there is no age restriction.
3. **Illness of the employee's child** – means any physical incapacity, the result of disease or mishap, which prevents the child from attending school or his/her normal child care arrangements or, if the child is admitted to hospital, requires parental overnight stay or daytime visiting, or attendance for medical/dental appointments.
4. In exceptional circumstances, any extension of paid leave of absence will be approved by the Headteacher in consultation with the Chair of the Governors.

PERS/SL/CLH

(policy/leave.doc) –retyped – 29 October 2001