



St Crispin's School Policy

Staff Leave of Absence Policy

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1. Scope

This policy has been adopted by the governing body and applies to all members of staff. It should be read in conjunction with other relevant documents (e.g. the Burgundy Book for Teacher staff and the Green Book for Support staff) which cover the terms and conditions of specific groups of staff. Nothing in this document overrides those particular provisions.

2. Decisions regarding requests for time off

The Headteacher (or Chair of Governors if it is the head requesting time off) has the delegated decision as to whether to grant time off and whether it should be paid or unpaid. Appeals against the Headteacher's / Chair's decision should be made to governors via the Grievance procedure.

Any abuse of the policy will be dealt with under the School's Disciplinary procedure.

A formal record of requests including a description of the circumstances and whether or not the request was granted in accordance with the framework of the policy will be maintained by the school.

3. Statement of intent

The Governors of St Crispin's School recognise the importance of consistency, openness and equality in responding to requests from staff for special leave of absence for family and personal reasons.

This policy recognises:

- the statutory entitlement to unpaid time off to attend to urgent matters related to dependants
- national and local agreements



- best practice which seeks to maintain good working relationships between staff and management
- the operational needs of the school

It is intended that this policy will provide a clear and workable framework to enable requests for leave of absence for staff working in schools to be reasonably and fairly handled. This policy recognises that the operational needs of the school are a priority and there may be times when the Headteacher has to refuse a request for leave.

It should be noted that there might be occasions when circumstances arise not identified in this policy. In such circumstances the decision regarding leave of absence remains within the discretion of the Headteacher or Chair of Governors if it is the Head requesting time off.

Each case will be judged on its own merits and circumstances. The granting of time off in one case will not necessarily set a precedent for other cases.

In setting this policy the school has taken into account the arrangements available for short term cover for absent teachers and the school's commitment that teachers will only rarely be required to cover.

Care will be taken in applying this policy to ensure compliance with equality legislation and Local Authority policies on avoiding discrimination.

All paid leave granted in line with this policy will be prorated for part time employees.

4. Time off for dependants

The Employment Relations Act 1999 provides all employees with the right to take reasonable unpaid time off to deal with certain unexpected or sudden emergencies relating to dependants.

Staff taking time off under this right must notify the Headteacher of their absence on the day they take time off and if possible to give notification in advance.

Circumstances when an employee may take time off are:

- If a dependant falls ill, or has been injured or assaulted
- When a dependant is having a baby



- To make longer term care arrangements for a dependant who is ill or injured
- To deal with a death of a dependant
- To deal with unexpected disruption or breakdown of care arrangements for a dependant
- To deal with an incident involving the employee's child during school hours

There are statutory rights to parental and adoption leave these are explained in the Family Care Policy.

5. Compassionate leave

Paid compassionate leave is granted in the following circumstances:

- Sudden, serious illness of near relative, spouse or child – up to 5 days paid leave.
- Death of a near relative, spouse, partner or child – up to 5 days paid leave
- Funeral of a near relative, spouse, partner or child – 1 day of paid leave
- Employees wishing to attend the funeral of other relatives, friends or colleagues may take unpaid leave.

6. Sick children

It is recognised that it can be difficult for working parents to respond to the need to care for sick children.

Staff have a statutory right to unpaid time off to make arrangements for the care of a dependent child.

This arrangement applies to all staff with dependent children. For seriously ill children see compassionate leave.

7. Leave to attend significant events

The Governors recognise that from time to time staff may have the opportunity to attend a significant event during term time. For example, the graduation ceremony for a son or daughter or the wedding of a close family member.



Teachers and term time only staff do not have a leave allowance, which can be taken during term time. This policy enables staff to take one day of unpaid leave in a school year in order to attend a significant event. Staff must seek the express permission of the Headteacher for unpaid leave in advance of the event. The operational needs of the school will be considered before granting leave and there may be times when the Headteacher will need to refuse a request for leave.

8. Interviews

All staff may take reasonable paid leave to attend selection interviews for jobs. Requests to take leave to attend an interview must be made to the Headteacher in advance of the event. Employees must produce evidence of attendance if requested to do so by their line manager or Headteacher.

9. Other leave

9.1 Examination duties

Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales. Employees must produce evidence of attendance if requested to do so by their line manager or Headteacher.

9.2 Jury service

Employees may take paid leave to undertake jury service or to appear as a witness. They are required to claim the allowance for loss of earnings from the Court and an equivalent amount will be deducted from the employee's salary. Employees must produce evidence of attendance if requested to do so by their line manager or Headteacher.

9.3 Moving house

Staff are encouraged if at all possible to make arrangements to move house during school closures. However, if this proves impossible, staff are granted one day of paid leave in order to move house. The Headteacher is permitted to ask for documentary evidence relating to why the move could not take place during school closures.

9.4 Medical and dental Appointments

Employees are expected to make appointments outside normal working hours wherever possible. However if necessary paid time off to attend appointments will be granted. Staff attending such



appointments must seek the permission of their line manager or Headteacher before attending. The Headteacher and Line Manager have the right to request to see appointment cards.

Paid time off will be permitted for the purpose of cancer screening

Fertility treatment - Employees requesting time off for fertility treatment will in general be supported. The specific needs will need to be addressed, and the various provisions for leave set out in this policy will be used to enable this to happen where reasonable. This may mean time off for medical appointments, making full use of compassionate and special leave. The leave may be paid or unpaid depending on the specific circumstances. In any event the situation will be treated with sensitivity.

9.5 Time off to attend ante-natal appointments

The Maternity Regulations provide the right for all women to take paid time off to attend antenatal care. Ante-natal leave for fathers and partners is also available for employees who have a qualifying relationship with a pregnant woman or an expected child are entitled to take unpaid time off work to accompany that pregnant woman at up to two antenatal appointments. Please see the Family Care Policy for further details. Employees must produce evidence of appointments if requested to do so by their line manager or Headteacher.

9.6 Time off for Public Duties

Staff who are appointed to an important office in public service, e.g., as a Magistrate or Local Government Councillor will be granted up to 18 days paid leave of absence in a school year.

Staff who hold such public office should advise the Headteacher at the time of their appointment.

9.7 Time off for Volunteer Members of the H.M Forces

Volunteer members of HM Forces will be granted up to two weeks' paid leave of absence in any school year to attend summer camp where this cannot be arranged during a school vacation. If volunteers are mobilised the law protects employment and requires reinstatement on return from mobilised service.

9.8 Leave for Religious Festivals and Holy days

Regulations do not require employers to provide time or facilities for religious or belief observance in the workplace. However request for time off will be treated sympathetically where it is reasonable to do so. Time off will be unpaid.

9.9 Time off to accompany a fellow employee in a disciplinary or grievance situation



Reasonable paid time off will be granted to accompany a fellow worker at a disciplinary or grievance hearing.

9.10 Trade union and professional association duties

Staff undertaking recognised Trade Union or Professional Association duties are provided paid time off as defined in the LA facilities agreement.

9.11 National sporting fixtures

Staff are granted reasonable paid time off where they are a national representative in sporting event.

10. Deductions from Pay

Where the time off granted is unpaid, the deduction from salary will be at the following rates:-

- Teaching staff: 1/365th of the annual salary for each day's absence
- All other staff: 1/190th or 1/195th of the annual salary for each day's absence for those employees who work the same amount of hours each day on a term time only contract. For other employees or those employees who work different hours each day, calculation for unpaid leave should be made based on the number of hours that they would have been expected to work that day using the hourly rate on the pay scales.

11. Annual leave for year round support staff

Entitlement to Annual Leave is determined by length of service and grade. Full time employees of the school must apply to the Headteacher at least two weeks in advance in writing.

Leave will normally be approved as long as

- it does not interfere with the employee's ability to carry out the requirements of their job and
- the time requested does not exceed the employee's annual entitlement.

A written record will be kept in the school of annual leave taken.

A maximum of 5 days leave may be carried forward to the next year.