



St Crispin's School Policy

Support Staff Annual and Special Leave

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Next Review of this Policy is due – three yearly interval



ANNUAL LEAVE

1. Support Staff (Term Time Only)

Support staff who are employed to work during term time only are required to take annual leave during school holidays.

Support staff may apply for special leave in advance. For details on entitlement and how to apply for special leave see below.

2. Full time Support Staff (not Term Time Only employees)

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.

SPECIAL LEAVE

1. Statement of intent

The Governors of St Crispin's School recognise the importance of consistency, openness and equality in responding to requests from support 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 not identified in this policy arise. In such circumstances the decision regarding leave of absence remains within the discretion of the Headteacher or Chair of Governors.

Staff wishing to apply for special leave should complete the request form available from the school office, and submit it to the Headteacher as soon as possible in advance to enable any arrangements to provide cover to be made.

2. 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 are requested to notify the Headteacher of their absence on the day they take time off and, if possible, to give notification in advance.

Examples of 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 the 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

3. Compassionate Leave

Paid compassionate leave is at the discretion of the headteacher:

4. 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 dependant child.

If it is impossible to make appropriate arrangements for the care of sick children the staff in this school may, after discussion with the Headteacher, take reasonable unpaid leave to care for sick children. This arrangement applies to all staff with dependant children. **For Seriously Ill children see Compassionate Leave.**

5. Leave to attend Significant Events

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

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 order to attend a significant social event. **Staff must seek the express**



permission of the Headteacher for unpaid leave in advance of the event and the Headteacher may consult with the Governors. 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.

6. Religious Festivals

Staff who wish to attend significant religious festivals which fall during school term time may take unpaid leave to attend the festival. Requests for such unpaid leave must be made to the Headteacher in advance of the event.

7. Other Leave

Requests to take leave to attend an interview must be made to the Headteacher in advance of the event.

7.1 Examination Leave

Where staff are undertaking studies leading to a qualification relevant to their job then they may take paid leave to sit examinations.

7.2 Jury Service

Employees may take leave to undertake jury service. 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.

7.3 Moving House

Staff are encouraged, if at all possible, to make arrangements to move house during school closures. However, if this proves impossible, staff may be 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.

This does not apply to property rentals only purchase of a property where the completion date is out of the hands of the employee.

7.4 Medical and Dental Appointments

Employees are encouraged 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.

7.5 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. Women staff must produce evidence of appointments if requested to do so by their line manager or Headteacher.



7.6 Candidate in Parliamentary and Local Elections

Employees are granted time off in accordance with local conditions of service.

7.7 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.

7.8 To attend training camp as a member of the non-regular forces

In the interests of the effective operation of the school staff are encouraged, as far as is possible, to attend training camps during school closures. The maximum entitlement to leave for such purposes is 10 days paid leave per year.