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### **Introduction**

This policy applies to employees of the Academy only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The Academy reserves the right to amend this policy at any time.

Employees may request additional paid/unpaid leave in accordance with this policy. To do so, the employee must complete a leave of absence form, this is available in the staffroom or on the server. This must then be returned to the Senior Leader in Charge of School as soon as possible and by no later than 2 weeks before leave requested.

### **Special Events**

The Academy may grant each employee up to six hours of paid leave, each academic year allowing employees to attend their special events, for example, child's sports days and school plays, weddings, etc.

This part of the policy does not apply to permit staff at the Academy to take time off for his/her own wedding. Staff must arrange their own weddings to take place during school closure periods.

Any requests for such leave should be made in writing to the Senior Leader in Charge of School as soon as is possible and at least two weeks in advance of the date on which leave is requested. Whether such leave can be granted will be at the Senior Leader in Charge of School absolute discretion and will depend on the operational requirements of the Academy during the time off requested.

### **Maternity Support Leave**

Maternity support leave of five days with pay will be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of the birth. A nominated carer will be required to demonstrate that they are the primary provider of support for the mother.

### **Bereavement following the death of a Dependant**

The Academy will grant employees bereavement leave following the death of a dependant as detailed below. This leave is designed to help you cope with the death of a dependant, to deal with necessary arrangements and attend their funeral.

A dependant for the purposes of this part of the policy is:

- An employee's spouse, civil partner, parent or child;
- A person who lives in the same household as the employee but who is not their tenant, lodger, boarder or employee; and/or

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- Anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in this Policy.

You may be granted up to:

- 1 days' paid leave, with a further days' paid/unpaid leave at the discretion of the Senior Leader in Charge of School, immediately following the death of a dependant. Request for further paid/unpaid leave will need to go through the Local Governing Body.
- Up to 2 days' paid leave, with any further days of paid/unpaid leave at the discretion of the Senior Leader in Charge of School to attend the funeral of a dependant.
- Up to 2 days' paid leave, with any further days of paid/unpaid leave at the discretion of the Senior Leader in Charge of School to arrange any affairs of the dependant.

The above leave is at the discretion of the Senior Leader in Charge of School after careful and sympathetic consideration has been given to the circumstances of the case.

If you are unable to return to work following a period of Bereavement leave you should contact the Senior Leader in Charge of School. It may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

The academy recognises that this may not always be possible to request Bereavement leave in advance. However, where possible you should make a request to the Senior Leader in Charge of School giving the reasons for your request and the number of days leave you would like to take. Where it is not possible to request leave in advance, you should contact the Senior Leader in Charge of School as soon as possible.

#### **Bereavement following the death of a close relative or friend**

The Academy may grant employees bereavement leave following the death of a close friend or relative. This leave is designed to help you cope with the death if the close relative/friend and attend their funeral.

You may be granted up to one days' paid leave, with a further days' paid/unpaid leave at the discretion of the Senior Leader in Charge of School to attend the funeral of your close relative/friend.

The above leave is at the discretion of the Senior Leader in Charge of School after careful and sympathetic consideration has been given to the circumstances of the case.

If you are unable to return to work following a period of Bereavement leave, you should contact the Senior Leader in Charge of School. It may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

The academy recognises that this may not always be possible to request Bereavement leave in advance. However, where possible you should make a request to the Senior Leader in Charge of School giving the reasons for your request and the number of days leave you would like to take. Where it is not possible to request leave in advance, you should contact the

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Senior Leader in Charge of School as soon as possible.

#### **Sickness/emergency of a Dependant**

The Academy may grant employees up to five paid days of leave in any rolling 12 month period where a dependant is unwell or an emergency relating to a dependant arises.

A dependant for the purposes of this part of the policy is:

- An employee's spouse, civil partner, parent or child;
- A person who lives in the same household as the employee but who is not their tenant, lodger, boarder or employee; and/or
- Anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in this Policy.

The above leave is at the discretion of the Senior Leader in Charge of Schools after consideration has been given to the circumstances of the case. Any additional paid/unpaid leave will be at the discretion of the Senior Leader in Charge of School.

The academy recognises that it may not always be possible to request such leave in advance. However, where possible you should make a request to the Senior Leader in Charge of School giving the reasons for your request and the number of days leave you would like to take. Where it is not possible to request leave in advance you should contact the Senior Leader in Charge of School as soon as possible.

#### **Sickness/emergency of a close relative**

The Academy may grant employees paid/unpaid time off to deal with the sickness or an emergency of a close relative.

The above leave is at the discretion of the Senior Leader in Charge of School after consideration has been given to the circumstances of the case. Any additional paid/unpaid leave will be at the discretion of the Senior Leader in Charge of School.

The academy recognises that it may not always be possible to request such leave in advance. However, where possible you should make a request to the Senior Leader in Charge of School giving the reasons for your request and the number of days leave you would like to take. Where it is not possible to request leave in advance, you should contact the Senior Leader in Charge of School as soon as possible.

#### **Breakdown in care arrangements for a Dependant**

The Academy recognises that in some emergency situations, for example, sickness of a carer and/or dependant that employees may struggle to provide care for dependants. On these occasions, the Academy may pay an employee for the remainder of the day where the employee has had to leave the Academy to make alternative care arrangements. Any subsequent time off after the initial day required to deal with the emergency breakdown in care will be unpaid and will only be granted at the Academy's complete discretion.

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- A person who lives in the same household as the employee but who is not their tenant, lodger, boarder or employee; and/or
- Anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in this Policy.

The Academy may permit an employee to take leave as detailed above on up to two occasions within any 12-month rolling period.

### **Moving House and Sporting Events**

The Academy recognises that there may be times during the academic term when staff may wish to take time off to move house or compete in a sporting event and it may not always be possible to arrange for such events to take place during school closure periods.

Any requests for such leave should be made in writing to the Senior Leader in Charge of School as soon as is possible and at least two weeks in advance of the date on which leave is requested. Whether such leave can be granted and the amount of leave to be granted will be at the Senior Leader in Charge of School absolute discretion and will depend on the operational requirements of the Academy during the time off requested.

### **Religious Festivals and Observance**

Employees who have particular religious or cultural needs which conflict with normal working arrangements may be allowed to take annual leave, flexi-leave where applicable or unpaid leave subject to the operational requirements of the Academy. Alternatively, working arrangements may be adapted to enable such needs to be met where reasonably practicable. Employees whose religious festivals coincide with the Academy's academic terms shall be granted leave that complies with the legislation. Staff wishing to take leave in accordance with their religious beliefs should give the Senior Leader in Charge of School 28 days' notice of this intention unless it is not practicable to do so (e.g. a new employee).

### **Examination Leave**

Examination leave to sit an exam and/or study for an exam may be given at the Academy's absolute discretion for qualifications and short courses.

### **Routine Dental and Medical Appointments**

Routine dental and medical appointments are not subject to the rules governing sickness absence. Where possible, such appointments should be arranged outside an employee's normal working hours or at the very least for the very beginning or very end of the working day to minimise disruption.

Any time taken off for such routine appointments will be considered as unauthorised, unless it is taken with the express prior written authorisation from the Academy, at the discretion of the Senior Leader in Charge of Schools. Senior Leader in Charge of School will keep a record of such appointments for absence monitoring purposes. Any requests for such leave should be made using the Leave of Absence Form as soon as possible and at least two weeks in

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advance of the date on which leave is requested unless there are exceptional circumstances. Whether such leave can be granted and whether this leave will be paid or unpaid will be at the Senior Leader in Charge of Schools absolute discretion and will depend on the operational requirements of the Academy during the time of request.

#### **Disability-Related Medical Appointments**

Disability leave is distinct from sick leave. Paid time off will be granted by the academy for any employee having a disability as defined by the Equality Act 2010.

Any employee requiring a medical examination relating to their health as affected by their disability will be given reasonable leave as is appropriate. The employee shall provide information about their medical condition to the Academy following diagnosis of the condition in question and should give notice of any appointments in advance of any examination as is practicable.

#### **Time Off to Receive Ante-natal Care**

Pregnant employees are entitled to take reasonable time off with pay during working hours to receive ante-natal care. The academy may require an employee who wishes to take time off for this purpose to provide medical certification of her pregnancy and an appointment card (with the exception of the first appointment).

#### **Public Duties**

If an employee requires time off to perform a public duty, for example, as a member of a local authority or governing body of an educational establishment, the reserve armed forces or retained firefighters, the period of paid time off will be granted at the academy's absolute discretion.

#### **Time Off in Redundancy Situations**

Employees under notice of dismissal for redundancy and who will have at least two years' service on the date that the notice expires are entitled to a reasonable amount of paid time off to look for other work or to make arrangements for re-training.

#### **Time off to carry out Trade Union Duties**

Employees who are trade union officials, shop stewards or trade union representatives elected in accordance with the rules of the trade union, and who are concerned with employee relations at work, have the right to request reasonable time off with pay during working hours to carry out trade union duties and undergo relevant training for those duties.

This entitlement applies only to independent trade unions recognised by the academy for collective bargaining purposes. An eligible employee is entitled to a reasonable amount of paid time off for these purposes.

The academy recognises the following trade unions for collective bargaining purposes:

- **NUT** (National Union of Teachers)
- **NAWST** (The Teachers' Union)
- **NUHT** (
- **Unison**
- **GMB**

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**Time off to take part in Trade Union Activities**

An employee has the right to request a reasonable amount of time off without pay to take part in the activities of his or her trade unions where the union is an independent trade union recognised by the academy for collective bargaining purposes.

**Time off to Train**

The academy is committed to developing the skills of our employees and recognises that training can benefit the academy and our staff. Staff should receive training appropriate to their role, subject to operational and budgetary considerations.

Members of the Senior Leadership Team are responsible for identifying and monitoring staff training and development needs on an on-going basis.

The academy recognises that employees may still have a wish to further develop their skills. Eligible employees have a statutory right to request time off work for study or training.

Employees who wish to undertake any form of training relevant to their role should raise the matter informally with their Line Manager in the first instance.

