

Leave of Absence

This policy is to sit alongside the existing LA Policy on **Managing Attendance and Stress**.

Staff may not take leave during school term time unless there are **exceptional** arrangements agreed with the Headteacher and/or the Chair of Trustees. Paid time will normally be given subject to the exigencies of the School in the following situations:

Jury Service

The School complies with the LA's policy contained within the Personnel Handbook.

Other Public Duties

The power to determine when paid or unpaid leave of absence for public duties remains with the Trustees and is not delegated under the scheme of financial management. However, the decision will be taken by the Headteacher in consultation with the Trustees in the context of reasonableness and timeliness of the request and the amount of time requested. The Guidelines are as follows:-

Magisterial Duties: Minimum attendance required for such an appointment

National Office of a Professional Association: by pre agreement.

TA (non-regular forces): As per current handbook.

Time Off for Trade Union Activities: Negotiated with the Headteacher.

Specific arrangements for teachers are outlined in Section 6 of the Burgundy Book. Support staff who are recognized Union officers and safety officials will be allowed reasonable time off to perform their

duties and undergo associated training. Any such requests for time off should be discussed with the Headteacher.

When considering undertaking public duties a member of staff must consult with the Headteacher prior to making a commitment.

Special Leave

The Headteacher, in consultation with the Trustees, may approve paid special leave in certain circumstances. The following is a list of examples but each case will be judged on its merits. A combination of paid/unpaid leave may be appropriate in some instances:

Compassionate Leave

Death of spouse or partner: Up to 10 days with pay

Death of close family member (father, mother, brother, sister, son, daughter): Up to 10 days with pay

Funeral of other family member/close friend: At the discretion of the Headteacher

Serious/terminal illness of spouse/parent/child: Paid leave as requested by arrangement, possibly unpaid leave as well.

Time off to Care for Dependants

Employees are allowed to take a **reasonable amount of time off work to deal with certain unexpected or sudden emergencies** and to make any necessary longer term arrangements. The emergency must involve a dependant of the employee e.g:

- 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 an unexpected disruption or breakdown of care arrangements for a dependant (for instance if a childminder is sick)

- To deal with an unexpected incident involving the employee's child during school hours
- Foreseen events, of a serious nature, where the presence of the employee is necessary, involving the need to care for a dependant. For instance, time off to settle an elderly relative into a care home or to attend a hospital appointment or planned operation, where compassionate leave is not relevant or exhausted.

Whilst there is no statutory right to receive payment, payment may be received at the discretion of the Headteacher.

General

House Move: 1 day per academic year with pay

House fire: 1 day with pay

House burglary: 1 day with pay

Interview: To be discussed with Headteacher

Maternity, Paternity and Parental Leave:

The School will adhere to the statutory regulations regarding maternity, paternity and parental leave.

Adoption Leave:

The discretionary provisions for allowing time off to adoptive parents are set out in the Burgundy Book (Teachers) and the Green Book (Support Staff).

In all cases a sympathetic approach will be adopted wherever possible. However, staff should not assume rights over and above those stated in this Policy.

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