



# PROCEDURE FOR THE MANAGEMENT OF LEAVE OF ABSENCE

<b>CONTENTS</b>	<b>Page No</b>
Compassionate Leave	3
Dependants Leave	4
Parental Leave	4
Paternity Leave/Maternity Support Leave	5
Leave for Medical Reasons	5
Leave for Public Duties	6
Miscellaneous	7

## **SECTION 1 PROCEDURE FOR THE MANAGEMENT OF LEAVE OF ABSENCE**

This policy is applicable to all school employees. Where there are differences in entitlements between support staff and teachers this reflects different conditions of service.

## **SECTION 2 Compassionate Leave**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Serious illness of close family member or dependant or other 'urgent domestic distress	Up to 3 days	With Salary
<p>Note: Refer also to dependants leave policy (April 2002) as additional unpaid leave may be an entitlement.</p> <p>A 'close family member' is normally defined as a partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive.</p>		
Bereavement of a close family member or dependant	Up to 3 days including attendance at funeral Up to 2 additional days for travelling long distance	With Salary
<p>Note: Refer also to dependants leave policy as unpaid leave may also be an entitlement. Where an employee has to travel overseas for a funeral a sympathetic approach will be taken to requests for urgent annual leave or unpaid leave. Additional leave without pay may also be approved for other purposes by the headteacher.</p> <p>A 'close family member' is normally defined as a partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive.</p>		

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Attendance at funerals other than close family members	Up to 1 day	With Salary

### **SECTION 3 Dependants Leave**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Time off for urgent reasons relating to employee's dependant eg child, partner, parent.	As necessary	Without Salary

Note: Refer also to dependants leave policy (April 2002) for full details. Other Leave of Absence provisions may also be applicable e.g. compassionate leave.

### **SECTION 4 Parental Leave**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Time off to care for a child under 5 (or under 18 if a Disabled child)	Up to 18 weeks	Without Salary

Note: Refer to parental leave policy (April 2002) for full details

## **SECTION 5 Paternity Leave/Maternity Support Leave**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Time off for fathers or other individual directly involved in parenting a child (eg same sex partner)	10 days (pro rata) (normally to be taken within 5 weeks of the birth)	Support staff – with full salary Teachers – with full salary for first week Statutory Paternity Pay for second week

## **SECTION 6 Leave for Medical Reasons**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Non routine Dental/ Medical Appointments  (including investigations and treatments)	As necessary	With Salary
<p>Note: Where it is not possible to arrange a routine appointment outside of working hours, teachers may be granted unpaid leave. Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave.</p>		
Blood donation Cervical smears Breast screening Prostate checks IVF treatment	As necessary	With Salary
<p>Note: Other treatments e.g. complementary therapy, cosmetic treatments, should be arranged outside normal working hours. Where it is not possible teachers may be granted unpaid leave. Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave</p>		

## **SECTION 7 Leave for Public Duties**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Magisterial duties	Up to 18 days per Year (in full or half days)	With Salary
Witness in court	As required	With Salary
Jury Service	As required	With Salary (in accordance with Juror's Allowance Regulations)  Note; refer to LEA procedures for jury service
Local Authority and other Public duties	As required – teachers  Up to 208 hours per year – support staff  Unpaid leave may also be agreed	With Salary
School Governing Body duties	As necessary	With Salary
Service in non regular forces e.g. Territorial Army	Up to 2 weeks to attend summer camp  Up to 3 days for short periods of training N.B Other provisions apply in the event of an employee being called up for active service	With Salary  Without salary
<p>Note: Leave for Magisterial Duties, Local Authority and Public Duties and School Governing Body Duties is subject to agreement of the headteacher and governing body and will be dependant upon service requirements.</p>		

## **SECTION 8 Miscellaneous**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Maternity Leave	Refer to maternity leave policy (copy available from Human Resources). Summary document issued to Schools, April 2003.	
Adoption Leave	Refer to adoption leave policy (copy available from Human Resources). Summary document issues to schools, April 2003	
Trade Union Leave	Refer to 'Guidelines for Managers Managing Trade Union Time Off (copy attached)	
Time off for religious observance	Refer to religious observance policy (copy attached)	
Interview/Assessment Centre	As may be approved  Note; no limit applies to paid time off for interviews/assessment centres for individuals subject to redeployment or redundancy procedures	With salary

## Miscellaneous (continued)

Reason for absence	Period of absence	With/without salary
Preparatory visit following appointment to above post	Maximum 1 day	With Salary
Work related examinations	1 day per ½ day exam	With salary
External lectures	As may be approved	With salary - 50% of all fees must be paid to the school  Without salary - all fees may be retained  Travel expenses cannot be claimed
Attending examination boards	As necessary	With salary
Attending graduation ceremony of oneself, or close family member	1 day	With salary
Wedding	1 day	With salary if close family member  Without salary if not close family member,  Note; own wedding is not subject to leave of absence  'close family member' is normally defined as partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive



<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
House move	As necessary	Without salary
National team events eg.Olympics	As may be approved	With salary
Other circumstances	As may be approved	With or without salary at the discretion of the Headteacher depending on the circumstances of each case

**For other events;**

- Teachers may be granted unpaid leave
- Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave

**If an employee believes that they are not being fairly treated or leave has been refused unreasonably the issue should be raised in accordance with the grievance procedure.**

This policy will be reviewed in accordance with changes to legislation or terms and conditions, and its application will be monitored to ensure consistency and fair application.