



Staff Leave of Absence Policy

March 2017

Approved by GB: March 2017

Next review due: March 2020

Introduction

Churchfields Junior School recognises and values the contribution of each member of staff to the education of the children in the school. It is recognised that there are times when leave of absence may be required during term time. Absence of any staff employed in schools during term time means there is some impact on the children's education. Therefore, requests from any member of staff for absence to be taken during term time must be regarded by all as the exception.

This policy based on the Redbridge LA policy, gives clear guidelines on the basis on which such leave of absence will be granted. It applies to all categories of staff, both teaching and non-teaching. This policy provides a guide only and does not, in the majority of cases, confirm any entitlement to leave. This must be confirmed by the Headteacher and/or the Governing Body.

Procedure for applying for leave

All requests for leave must be submitted in writing on the requisite form, (see Appendix 1) other than in an emergency.

Requests should be made to the Headteacher well in advance, at least five days before the leave of absence is required, where the situation is foreseeable. Leave is not guaranteed.

The Headteacher will, in most cases make a decision or it may have to go to the Governing Body for approval.

When the application for leave has been decided upon by the Headteacher, the leave form will be returned to the applicant. The Deputy Headteacher will make arrangements to cover the absence. It is the responsibility of the applicant to inform their line manager of any approved leave and update the school calendar on Fronter.

In emergency situations staff should make every effort to contact the Headteacher or in her absence the Deputy Headteacher or Business Leader (for clerical and site staff).

If a member of staff disagrees with the Headteacher's decision, they have the right to appeal to the Governing Body. This must be put in writing and submitted to the school office, to be forwarded to the Governing Body.

The Senior Leadership Team and the Governors recognise their responsibility to promote equality of opportunity.

Long Service Leave for non-teaching staff will be paid as additional contract weeks.

TITLE	CIRCUMSTANCES	PROVISIONS/REQUIREMENTS
Compassionate Leave	Death of close family member: <ul style="list-style-type: none"> - Spouse - Partner - Child - Brother/Sister Parent (including person standing in "loco parentis")	Up to a maximum of 5 paid days
Compassionate Leave	Death of near relative: <ul style="list-style-type: none"> - Grandparent - Parent-in-Law - Son/Daughter (in-Law) - Brother/Sister (in-Law) 	Up to 1 paid day to attend a funeral of a near relative.
Compassionate Leave <i>This is a statutory entitlement and cannot therefore be removed or altered</i>	An emergency when a child, spouse, partner or parent: <ul style="list-style-type: none"> - Is ill and needs help. - Is involved in an accident or is assaulted. - Needs longer term care arranged. - Needs help in the event of an unexpected disruption such as a child minder or 	Half paid day per occasion – up to a maximum of three occasions per academic year. Unpaid leave may be granted in following circumstances: <ul style="list-style-type: none"> - Any time over and above half paid day but is part of the same occasion. - On further occasions after half paid days have been exhausted.

	nurse failing to turn up. - Goes into labour	This covers the Statutory entitlement to unpaid time off to deal with an immediate emergency involving a dependant.
Compassionate Leave	Accompanying close family member (as defined above) to hospital	Half day (paid). This may be extended to a full day if travel is involved, e.g. hospital in Central London. Any further leave required which is more than ½ a day will be unpaid.
Religious Observance	Any request must be made in writing to the head teacher at the beginning of the academic year where reasonably practicable to do so.	Up to two days (unpaid leave) per academic year for these recognised festivals. Diwali, Guru Nanak, Eid-ul-Fitr, Eid-ul-Adha, Rosh Hashanah, Yom Kippur, Chinese New Year, Buddhist New Year and Vesak (Buddha Day).
Jury Service <i>This is a statutory entitlement and cannot therefore be removed or altered</i>	Obligation to be a Juror	Necessary leave with pay. Headteacher should be notified as soon as dates of Jury Service are known. Claim for "Loss of Earnings" must be made to the courts. The amount received is recoverable from employee on proof of receipt for loss of earnings.
Court appearance	Appearance as a witness or if required under subpoena.	Leave with pay will be granted, giving as much notice as possible.
Study/Examination Leave	Revision for and attendance at examinations for courses approved by the School.	For preparation of examination: half paid day per subject/paper, whichever is greater, to a maximum of two days including the examination.
Job Interviews	For attending interviews and visits to other places of employment (as part of a recruitment and selection process).	Up to three days paid leave per academic year. Unpaid thereafter.
Public Service Leave <i>This is a statutory entitlement and cannot therefore be removed or altered</i>	Public service duties, including service as a Councillor, court duty, election work and School Governor.	Unpaid time off within reason (statutory entitlement). To be agreed in advance with Headteacher.
Medical Appointments	Time off to attend GP, dentist, hospital and Optician. Also for attending medical appointments required by the school	Paid time off will be granted, if such appointments cannot be reasonably arranged outside of working hours. Where possible appointments should be arranged to minimise loss of working time i.e. at the beginning or end of the working day or during lunch breaks. Approval to be sought in advance from Headteacher. A copy of an appointment letter must accompany the leave request form.
Ante-natal care <i>This is a statutory entitlement and cannot therefore be removed or altered</i>	Time off for pregnant employees to attend hospital/ GP appointments and childbirth classes.	Paid time off for all antenatal care. Written evidence should be provided if requested. Headteacher should be notified in advance.
Maternity Support Leave <i>This is within the conditions of service for non-teaching staff and therefore cannot</i>	- Person nominated by the Mother to assist in the care of the child and to provide support to her at or around the time of the birth i.e. - The expectant father - Partner of the expectant	Maximum of 5 days paid leave. Nominated carers are limited to one period of maternity support leave in any 2 year period. A signed declaration explaining why the person has been nominated is required. Timing to be agreed with Headteacher, in line with criteria. Teachers do not have an entitlement to Maternity

<i>be removed or altered</i>	<ul style="list-style-type: none"> - mother - Nominated carer 	Support Leave. This is not a provision of their terms and conditions of employment.
<p>Maternity Leave</p> <p><i>This is a statutory entitlement and cannot therefore be removed or altered</i></p>		<p>26 weeks ordinary and an extension of a further 26 weeks additional maternity leave. The latter is unpaid. Arrangements are in accordance with the provisions of the national terms and conditions of service.</p> <p>This leave shall be taken between 4 weeks before and 4 weeks after the birth. Application should be made in writing to the Headteacher, giving at least 11 weeks' notice if possible. A copy of the certificate of confinement (MATB1) will be required.</p>
<p>Paternity Leave</p> <p><i>This is a statutory entitlement and cannot therefore be removed or altered</i></p>	<p>Person should have responsibility for the upbringing of the child and be the</p> <ul style="list-style-type: none"> - Biological father - The mother's husband or partner - One member of a couple who have jointly adopted a child 	<p>Two weeks paid leave, subject to statutory provisions. The first week of Paternity leave should be counted as Maternity Support Leave. A copy of the partner's MATB1 certificate will be required.</p>
<p>Adoption Leave</p> <p><i>This is a statutory entitlement and cannot therefore be removed or altered</i></p>	<p>Leave for an individual who adopts a child or one member of a couple who have jointly adopted a child.</p>	<p>26 weeks ordinary and entitlement to an extension of a further 26 weeks additional adoption leave. The latter is unpaid. Entitlement to adoption leave and pay are subject to statutory provisions.</p>
<p>Parental Leave</p> <p><i>This is a statutory entitlement and cannot therefore be removed or altered</i></p>	<ul style="list-style-type: none"> - Leave to care for a child for whom the employee has responsibility. - Age 5 and under - Until 5 years after the date of adoption though not beyond 18 years - Up to age 18 for a child with a disability 	<p>In accordance with the current legislative provisions. Up to 13 weeks unpaid leave. Can be taken in blocks of a week as a single block or in multiples to a maximum of 4 weeks per year for each child. Parents who have children, who are disabled, may take Parental Leave in blocks or multiples of one day. Timing to be agreed with the Headteacher</p>
<p>Trade Union Duties</p> <p><i>This is a statutory entitlement and cannot therefore be removed or altered</i></p>	<p>Trade Union officials/representatives requiring time off to carry out trade union duties and undertake training.</p>	<p>Reasonable time off with pay. The criteria for such entitlement are laid down in the ACAS Code of Practice. Approval for time off is at the discretion of the Headteacher. This is dependent upon giving as much notice as possible and information relating to the purpose, location and timing of the meetings.</p>
<p>Trade Union Activities</p> <p><i>This is a statutory entitlement and cannot therefore be removed or altered</i></p>	<p>Employees who are members of a Trade Union requiring time off for activities in connection with the Trade Union.</p>	<p>Reasonable time off without pay. The criteria for such entitlement, is laid down in ACAS Code of Practice. If the activity is at the end of the day or coincides with meal breaks, it may not be appropriate for such short breaks to result in loss of pay. Approval for time off is at the discretion of the Headteacher.</p>
<p>Residential trips where the visit crosses 2 days at a weekend</p>	<p>Any member of staff, who works additional hours and attends the full residential visit to Glasbury House, is entitled to 1 additional day of leave by arrangement with the Headteacher.</p>	<p>This day should not be on the first or last day of the term and cannot be carried from one academic year to another.</p>
<p>Holidays in term time</p>	<p>Time off to go on holiday.</p>	<p>This will not be granted.</p>

PLEASE COMPLETE BOTH PARTS AT LEAST 5 DAYS IN ADVANCE OF LEAVE

FILE COPY

Churchfields Junior School



APPLICATION FOR LEAVE OF ABSENCE

STAFF NAME _____

Date requested _____ from _____ (time) to _____ (time)

Reason for absence _____

Lessons / work duties needing cover during your absence and times:

Cover will be by: _____

Headteacher's comments: this leave is paid / unpaid

Headteacher's signature _____ **Date** _____

STAFF COPY

Churchfields Junior School



APPLICATION FOR LEAVE OF ABSENCE

STAFF NAME _____

Date requested _____ from _____ (time) to _____ (time)

Reason for absence _____

Lessons / work duties needing cover during your absence and times:

Cover will be by: _____

Headteacher's comments: this leave is paid / unpaid

Headteacher's signature _____ **Date** _____

Once the member of staff receives this slip back they are responsible for putting the information

about when they are out and who will be covering on to the calendar on Fronter.