

ST JOSEPH'S COLLEGE

LEAVE OF ABSENCE POLICY

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Headteacher:	Ms M Roberts

LEAVE OF ABSENCE POLICY

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LEAVE OF ABSENCE POLICY

1 Introduction

- 1.1 This policy sets out the types of leave of absence which can be requested by staff, including whether it is a statutory entitlement or discretionary and whether it is paid or unpaid. It further explains how staff should request such leave and how decisions will be made.

2 Policy statement

- 2.1 St Joseph's College aims to deliver high quality services whilst enabling staff to combine their working life with the demands in their personal life. This requires mutual flexibility from both the employee and the employer. This policy supports the need for employees to be allowed reasonable time off for a range of circumstances. The Headteacher will consider all applications for leave of absence in a fair and equitable manner within the guidelines set out in this policy document.
- 2.2 Staff are required to make every effort to minimise the impact of absence on the running of the School and therefore ensure that appointments are made outside of their working hours. Where this is not possible, leave of absence may be requested.

3 Scope of policy

- 3.1 The policy applies to all employees and covers a wide range and type of leave, including where statutory and contractual rights exist and where the Headteacher has discretion over approvals. The types of leave available and the relevant entitlements are set out in the tables contained in this policy.
- 3.2 The Headteacher may delegate processing and the approval of leave of absence requests to other named staff where entitlements are clear within the Policy. Requests by the Headteacher for leave of absence must be directed to the Chair of Governors.

4 Applying for leave of absence

- 4.1 Applications under the policy should be made on the leave of absence application form (appendix 1). The following types of leave are not covered by this policy:
- Adoption Leave
 - Maternity Leave
 - Paternity Leave
 - Parental Leave
 - Shared Parental Leave
 - Sickness Absence
 - CPD
 - Other time off usual duties which will have cover implications e.g. meetings, observations, educational visits

- 4.2 Applications for these categories of leave should be made under the relevant policy with the exception of requests for time off an employee's usual duties, for which a cover request form is available.
- 4.3 A leave of absence application needs to be made when the employee wishes to be absent from work. For teaching staff this means all activities which take place during directed time and includes activities outside the normal school day, for example, meetings, CPD events and parents evenings. For support staff this means their contracted hours and includes any mandatory evening events which they are required to attend relevant to their role. All paper applications should be discussed and signed by the employee's line manager before being passed to the Headteacher. Where an application is of a sensitive nature, the application can go straight to the Headteacher without the Line Manager's signature.
- 4.4 Applications for leave of absence should be made within the timescales set out below. However, in some circumstances, such as an emergency, a written request prior to the absence may not be possible though the employee should report their absence verbally through the normal procedures. In such cases a written request should be submitted as soon as possible after the event.

Type of Leave of Absence	Minimum Notice
CPD events	10 working days
Planned appointments and meetings	5 working days
Emergency events	As soon as possible

- 4.5 When an employee has to leave the site in the event of an emergency they should consult the Headteacher in the first instance. In the Headteacher's absence they should consult the Deputy Head verbally.
- 4.6 All applications which are agreed will be subject to cover arrangements. Depending on the level of absence on each day it may be necessary to cancel a period of leave previously agreed. This will only be done where necessary to ensure all school activities are appropriately covered and will be prioritised depending on the reason for the leave of absence.

5 Appeals

- 5.1 There is no appeal mechanism under this policy, however, an employee may challenge any discretionary decisions through the appropriate stage of the Grievance Policy.

6 Part-time Employees

- 6.1 The entitlements detailed in this policy are based on an employee working full-time. Where an employee works part-time all entitlements are on a pro rata basis. Staff working on a term-time only basis will be considered as being full- or part-time in relation to their contracted hours per week.

7 Discretionary Leave and Pay

7.1 When considering whether to grant discretionary leave and/or pay the Headteacher will take the following factors into consideration:

- the circumstances surrounding the request.
- where applicable, any outstanding annual leave the employee may have (although having unused annual leave would not rule out leave being granted)
- any previous requests for leave of absence within the rolling year
- the employee's attendance and absence record
- the number of day's leave requested to date
- staff cover arrangements and workload
- the class which needs to be covered and whether this is a KS4 group (if applicable)
- the viability of the employee being able to make up the time lost

8 Annual Allowance of Discretionary Leave

8.1 All School employees are entitled to apply for discretionary unpaid leave, regardless of length of service, hours of work or staff category.

8.2 Employees do not have an automatic right to take discretionary unpaid leave. Unpaid leave is granted at the School's discretion and applications will be considered sympathetically but may be rejected if there is an unreasonable operational impact on the School.

TABLE 1 – Family Related Leave

Type of Leave	Description	Maximum no. of Days	Paid or Unpaid	Counts against pay entitlement
Ante-natal Care <i>Mothers</i>	All pregnant employees have a statutory right to reasonable time off work for ante-natal care but are encouraged to arrange appointments outside of their working hours wherever possible.	As required	Paid	No
Ante-natal Appointments <i>Fathers & Partners</i>	Fathers/Partners are entitled to attend up to two ante-natal appointments with the expectant mother	Statutory - up to 2 occasions	Discretionary	Yes
Bereavement <i>Close relative</i>	A close relative is defined as a husband, wife, partner, son, daughter, father, mother, brother or sister. Staff will normally be granted up to 5 days paid leave.		Paid for the first 5 days, unpaid thereafter	Yes
Bereavement <i>Other relatives</i>	Leave will usually be granted for the employee to attend the funeral. However, consideration will be given to requests for additional leave where the employee is the primary person making funeral arrangements.	Maximum 1 day Up to 3 days	Discretionary	Yes
Bereavement <i>Close friends</i>	Leave may be granted for attendance at the funeral of a close friend. Additional leave may be granted if travelling to the funeral necessitates a longer period of absence	½ day 1 day	Discretionary	Yes
Graduation of child	Leave to attend graduation ceremony.	Discretionary	Discretionary	Yes
To accompany son/daughter to college	Applies for interview purposes only.	Discretionary	Discretionary	Yes
Pre-Adoption Leave <i>Primary Carer</i>	To attend meetings regarding the adoption and to meet with the child.	As required	Paid	No

Type of Leave	Description	Maximum no. of Days	Paid or Unpaid	Counts against pay entitlement
Compassionate or Dependant Leave	<p>This leave may be requested to allow an employee to deal with an immediate crisis or set up alternative care arrangements when normal arrangements break down. The leave is intended to enable an employee to deal with an emergency situation and not to provide the care themselves.</p> <p>Leave can also be requested to attend medical appointments with dependants.</p> <p>Sympathetic consideration will be given in the case of serious or life-threatening illnesses of a dependant.</p> <p>A dependant is defined, as the employee's parent, wife, husband or partner child, or someone who lives as part of the family, but not the employee's tenant, lodger or boarder. It also includes someone for whom the employee is the main carer.</p>	Discretionary	Discretionary	Yes (unless statutory criteria met which would warrant additional leave)
Domestic crisis	The School recognises that circumstances may make it necessary and unavoidable for an employee to be absent due to a domestic crisis (including damage or disruption to property).	Discretionary	Discretionary	Yes
Fertility treatment	Each request will be considered individually in the context of the particular circumstances. Note: The woman undergoing IVF treatment is regarded as pregnant for the period following implantation of the fertilised ova until the end of the protected period.	Discretionary	Discretionary	No
Foster care	Leave will be given to foster carers to attend meetings and/or attend training commitments.	Discretionary	Discretionary	Yes

Table 2 – Health Related Leave

Type of Leave	Description	Maximum no. of Days	Paid or Unpaid	Counts against pay entitlement
Blood donors	Subject to operational requirements employees may be given reasonable time off.	Discretionary	Discretionary	Yes
Bone marrow donors	Subject to operational requirements employees may be given time off to donate bone marrow. This may include examinations prior to the donation and hospitalisation and recuperation.	Discretionary	Discretionary	Yes
Cancer screening	Routine cancer screening (for example cervical cancer screening and breast examinations) should take place outside normal working hours. Where this is not possible, or where the screening is non-routine, leave of absence should be granted for the purpose of attending such appointments	As required	With pay	No
Dental treatment	Emergency appointments only where it has not been possible to arrange them outside normal working hours.	Discretionary	Discretionary	Yes
Medical appointments and treatment	Emergency appointments or where it is not possible to arrange outside normal working hours e.g. hospital appointments	Discretionary	Discretionary	Yes

Table 3 – Training Related Leave

Type of Leave	Description	Maximum no. of Days	Paid or Unpaid	Counts against pay entitlement
Time off to Train	Employees have a statutory right to request leave to undertake training which they believe will improve their effectiveness in their role and overall performance of the School.	Discretionary - depends on the course requirements	Discretionary	No
Study leave for examinations	Leave may be requested for periods of study to prepare for examinations relevant to their employment.	Discretionary	Discretionary	Yes
Time off for examinations	Leave may be requested for time off to sit examination. Paid leave will only be granted if the exam is relevant to the individual's employment.	½ day per examination	Discretionary	Yes
Graduation	Leave may be requested for the employee to attend their own graduation	Discretionary	Discretionary	Yes
Requests for CPD	Leave may be requested to attend CPD events. Usually CPD requirements are determined through the appraisal process.	As required	With pay	No

Table 4 – Public Service and Duties Leave

Type of Leave	Description	Maximum no. of Days	Paid or Unpaid	Counts against pay entitlement
Court Appearances	Where the employee is called to court to act as a witness or as the accused.	Discretionary	Discretionary	Yes
Jury Service	<p>Employees may be required to request a postponement when the service falls on key academic dates</p> <p>St Joseph's College doesn't have to pay employees during jury service but the Governing Body have agreed to paid leave</p>	Duration of service	Paid	No
Elections – candidates	<p>Employees standing as a candidate at local or central government elections.</p> <p>If employees are planning to stand for election they are required to discuss with the Headteacher the ongoing impact on their employment should they be elected and how this can be accommodated.</p>	Discretionary	Discretionary	Yes
Non-regular forces	<p>Teachers – leave of absence is at the discretion of the Headteacher and due to conditions of service will only be granted in exceptional circumstances.</p> <p>Support Staff – leave of absence for training or voluntary service is at the discretion of the Headteacher.</p>	Discretionary	Discretionary	No
Other Public Duties	Employees who hold certain public offices have a right to 'reasonable' time off to perform their duties. This could include acting as a Magistrate, Justice of the Peace, a local councillor or member of a tribunal, serving on an NHS Trust, school governing body, policy authority, environmental agency, etc.	Discretionary	Discretionary	No

Table 5 – Other Leave

Type of Leave	Description	Maximum no. of Days	Paid or Unpaid	Counts against pay entitlement
Moving house	Employees should make all efforts to move house outside of their normal working hours. Where this is not possible or where an employee is moving to take up his/her post at the school, sympathetic consideration will be given to granting leave of absence.	1 day	Discretionary	Yes
Religious observance	The School recognises the importance of religious observance and will attempt to accommodate the needs of the employee.	Discretionary	Discretionary	No
Job-seeking and retraining in a redundancy situation	An employee who is made redundant can take reasonable time off with pay to look for another job or arrange training	As required	Paid	No
Secondments	A temporary transfer of an employee from one organisation to another associated organisation for operational, developmental or project purposes. The secondment will be governed by an agreement between all parties involved.	Normally up to 12 months	Paid by employer to which seconded	No
Adverse Weather conditions	Where severe weather conditions prevail, employees are expected to make every effort to attend work, using alternative modes of transport where possible. Employees who are genuinely unable to attend work should where possible and with agreement of the Headteacher work from home.	Discretionary	Discretionary	No
Attendance at Interview	Leave of absence can be requested to attend interviews	Discretionary	Discretionary Paid	Yes
Visits to new employers before commencement	Leave of absence can be requested to visit a new employer's workplace prior to the employee's commencement with them.	Discretionary	Discretionary	No

Type of Leave	Description	Maximum no. of Days	Paid or Unpaid	Counts against pay entitlement
Trade Union activities (including Union Learning and Health and Safety representatives)	Subject to operational requirements reasonable paid time off will be granted to recognised TU representatives for the purposes of representing members in the school, TU training, attending official TU meetings, attending meetings arranged by the school to which representatives are invited and undertaking union learning activities.	As agreed	Paid	No
Wedding <i>Own</i>	It is expected that employees will arrange their own wedding during school closure periods and therefore leave of absence will not be required. In exceptional circumstances beyond the employee's control, e.g. term-dates are changed after the wedding has been booked, leave of absence will be granted.	Discretionary	Discretionary	Yes
Wedding <i>Friends and relatives</i>	Only unpaid discretionary leave will be considered.	Maximum 1 day	Unpaid	n/a
Other matters not covered by provisions	The Headteacher has the discretion to consider requests for leave of absence for any reason other than those detailed above. Each request will be considered on a case-by-case basis and on its individual merits.	Discretionary	Discretionary	Yes

St Joseph's College**Application for Leave of Absence**

This form must be used when an employee requires time off work under St Joseph's College's Leave of Absence Policy. This form should **not** be used for cover requests when the employee is at work but undertaking alternative duties.

All requests approved are subject to cover arrangements and, on occasion, it may be necessary to withdraw approval to ensure school activities are appropriately supervised.

Timescales for application:

- Planned appointments and meetings 5 working days
- Emergency events As soon as possible

Name		Job Title				
Reason for request – if the request relates to time off to support a dependant or attend a funeral please state the relationship to you						
Date from		Date to				
Time from		Time to				
Cover required (please detail classes for which cover is required)						
Date	Registration	Period 1/2	Period 3/4	Period 5/6	Period 7/8	Period 9/10
Employee's Signature					Date	
Manager's Comments						
Manager's Signature					Date	

Decision					
Approved		Paid Leave		Date(s)	
Not Approved		Unpaid Leave		Date(s)	
Signed				Date	
Reason request declined					
FOR HR USE ONLY					
Facility/SIMS		E-mailed		Reception	

Please note, it is the employee's responsibility to notify the relevant Duty Team Manager if they will be absent when due to undertake duty.

Completed forms should be returned to the Headteacher