

# GILLINGSTOOL PRIMARY SCHOOL

*Inspire ~ Believe ~ Achieve*



## LEAVE OF ABSENCE POLICY

Signed ... *D Llewellyn*

Name: Dave Llewellyn

Chair of Governors

Date: June 2021

Signed *C Carter* .....

Name: Caroline Carter

Headteacher

Date: June 2021

## Introduction

Gillingstool Primary school recognises and values the contribution of each member of staff towards the education of the children in the school. However, it is recognised that there are times when leave of absence may be required during term time. Absence of any school staff during term time means there may be some impact on the children's education. Requests therefore, from any member of staff for absence to be taken during term time must be regarded by all as the exception. This 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 situation. 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.

In most cases, the Headteacher will make the decision although in dealing with more significant applications, they may refer to the Governing Body for approval. When a decision regarding the application has been made, the leave form will be completed and returned to the applicant. The school 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 (in the school office). In emergency situations staff should make every effort to contact the Headteacher or in his absence the Deputy Headteacher.

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.

Title	Circumstances	Provisions/Requirements
Bereavement Leave	Death of close relative or dependant: - Parents - Spouse/Partner - Siblings - Child  Considerable responsibilities such as: - Main responsibilities for organising the funeral - Young children for whom permanent care arrangements needs to be made - A business to sort out - Complicated debts, etc.	Up to a maximum of 4 paid days.  *if an individual is suffering physically/emotionally as a result of their loss then they should seek a medical certificate from their doctor. The certificate must be submitted to the school no later than the eighth calendar day of sickness absence.  N.B Funeral Leave may be granted in addition to Bereavement Leave

Funeral Leave	Death of near relative: - Grandparent - Parent /In Laws - Son/Daughter (in-Law) - Brother/Sister (in-Law) - Dependent	Up to 1 paid day to attend a funeral of a near relative.
Compassionate Leave	Death of a friend.	Up to 1 day unpaid leave to attend the funeral.
Time Off For Dependants	An emergency when a child, spouse, partner or parent: - 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 nurse failing to turn up. - Goes into labour	Payment for 'Time Off for Dependants' is at the Headteacher's discretion. There are no specific limitations on the amount of time that can be taken, but it is envisaged that in most cases <b>2 days</b> should be sufficient to deal with the problem. <b>Time beyond this will be unpaid.</b>
Jury Service  This is a statutory entitlement and cannot therefore be removed or altered	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.
Election Duties' Leave	Undertake election duties for South Gloucestershire Council for positions such as: - a Returning Officer - a Poll Clerk	A Headteacher may approve unpaid or paid time off for an employee.  If unpaid leave is granted, the employee will receive a fee for election duties. If paid time off is granted, the employee will receive his/her normal pay for the day, in addition to the full fee.
Political Activities	Members of staff who are involved with political party campaigns. - political candidates - agents in Parliamentary, European, County and District Elections	Paid leave may be granted to employees who are candidates or agents in Parliamentary, European, County and District Elections for the day of the Election and the day on which the result of the poll is declared, if necessary.  Unpaid leave may be given to employees who are candidates in

		<p>Parliamentary or European elections for the period commencing with the Notice of Election (i.e. the Notice which announces the date of Election and invites nominations) to the conclusion of the poll (this does not affect the provisions as stated above).</p> <p>Unpaid leave may be given to employees who are candidates in Parish or Town Council elections on the day of the Election and the day on which the result of the Poll is declared, if necessary.</p> <p>Up to 5 days' unpaid leave may be granted for attendance as a delegate, at a Party Political Annual Conference.</p>
Study/Examination Leave	Revision for and attendance at examinations for work related courses <b>approved</b> by the School which fall outside of working hours.	For preparation of examination; a maximum of up to three days per year in addition to the examination. For unapproved courses, unpaid leave may be given.
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 Duties Leave  This is a statutory entitlement and cannot therefore be removed or altered	<p>The public duties are:-</p> <ul style="list-style-type: none"> <li>- A Justice of the Peace;</li> <li>- Members of a Local Authority;</li> <li>- Members of a Statutory Tribunal;</li> <li>- Members of a Police Authority appointed under Schedule 2 to the police Act 1996;</li> <li>- Members of a Board of Prison Visitors or a Prison Visiting Committee;</li> <li>- Members of a relevant Health Authority;</li> <li>- Members of a relevant Education Body (Governing Body of another school);</li> <li>- Members of the Environmental Agency or the Scottish Environment Protection Agency.</li> <li>- Member of a Water Customer Consultation Panel</li> </ul>	Unpaid time off within reason (statutory entitlement). To be agreed in advance with Headteacher.

Medical Appointments	<p>Time off to attend GP, dentist, hospital or optician, or to attend with dependents.</p> <p>Also for attending medical appointments required by the school</p>	<p>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.</p>
<p>Ante-natal care</p> <p>This is a statutory entitlement and cannot therefore be removed or altered</p>	<p>Time off for pregnant employees to attend hospital/ GP appointments and childbirth classes.</p>	<p>Paid time off for all antenatal care. Written evidence should be provided if requested. Headteacher should be notified in advance.</p>
Celebrations	<p>Events such as:</p> <ul style="list-style-type: none"> <li>- Weddings</li> <li>- Graduations</li> </ul>	<p>For close relative or dependant paid leave, up to 2 days depending on circumstances (distance to travel, significant responsibilities), will be paid.</p> <p>For friends and other relatives unpaid leave may be granted.</p>
Religious Holidays	<p>For employees who wish to observe religious holidays that do not coincide with public holidays. Religious holidays may also include pilgrimages.</p>	<p>Unpaid leave may be granted by the Headteacher.</p>
Fertility Treatment	<p>Undergoing fertility treatment</p>	<p>Paid leave may be granted to an employee who is undergoing fertility treatment. The policy applies equally to an employee whose partner is undergoing fertility treatment.</p> <p>Absences will be regarded as medical appointments as shown in Medical/Dental Appointments.</p>
<p>Maternity Leave</p> <p>This is a statutory entitlement and cannot therefore be removed or altered</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</p>

		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>Paternity Leave</p> <p>This is a statutory entitlement and cannot therefore be removed or altered</p>	<p>Person should have responsibility for the upbringing of the child and be the</p> <ul style="list-style-type: none"> <li>- Biological father</li> <li>- The mother's husband, wife or partner</li> <li>- One member of a couple who have jointly adopted a child</li> </ul>	<p>Two weeks paid leave, subject to statutory provisions.</p> <p>The first week of Paternity leave should be counted as Maternity Support Leave.</p>
<p>Adoption Leave</p> <p>This is a statutory entitlement and cannot therefore be removed or altered</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>This is a statutory entitlement and cannot therefore be removed or altered</p>	<p>Leave to care for a child for whom the employee has responsibility.</p> <ul style="list-style-type: none"> <li>- Age 5 and under</li> <li>- Until 5 years after the date of adoption though not beyond 18 years</li> <li>- Up to age 18 for a child with a disability</li> </ul>	<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>This is a statutory entitlement and cannot therefore be removed or altered</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>This is a statutory entitlement and cannot therefore be removed or altered</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>

Territorial and Reserve Forces Leave	<p>Volunteer members of the non-regular (i.e. Special Reserve) forces.</p> <p>Upon proof of membership employee may be granted leave to attend summer camp for annual training of military reserve force, training corps, etc.</p>	Payment for leave is at the Headteacher's discretion.
Severe Weather Conditions	In the event of severe weather conditions staff who are unable to reach their school.	Headteacher to decide whether the reasons given by staff for their inability to attend at school are justified. In the event that a decision is taken to deduct pay, the appropriate payroll form should be completed and the employee notified of the relevant action being taken.
Special Leave	Special circumstances	The Headteacher may grant additional leave, with or without pay, in special circumstances at his/her discretion.



# Gillingstool Primary School

## APPLICATION FOR LEAVE OF ABSENCE

**PLEASE COMPLETE PARTS 1&2 AT LEAST 5 DAYS IN ADVANCE OF LEAVE**

Staff name \_\_\_\_\_

Date/s requested \_\_\_\_\_

or from \_\_\_\_\_ (time) to \_\_\_\_\_ (time)

**1. Reason for absence** (please attach letter if more space required)

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

**Headteacher's response/comments:**

**This leave is paid / unpaid**

Headteacher's signature \_\_\_\_\_