



Diocese of Salisbury  
Academy Trust

## **LEAVE OF ABSENCE POLICY FOR TEACHING AND SUPPORT STAFF** Diocese of Salisbury Academy Trust

This model procedure will apply to both teaching and non-teaching staff

**For adoption and implementation from**

**Approved**

**Amended after HR circulation**

## Index

1. Scope
2. Decisions regarding requests for time off
3. Time off for emergencies relating to dependants
4. Compassionate leave
5. Sick children
6. Leave to attend significant events
7. Job Interviews
8. Other leave
  - 8.1. Examination duties
  - 8.2. Staff attending examinations
  - 8.3. Jury service
  - 8.4. Moving house
  - 8.5. Medical Appointments
  - 8.6. Time off to attend ante-natal appointments
  - 8.7. Time off for Public Duties
  - 8.8. Time off for Volunteer Members of HM Forces
  - 8.9. Leave for Religious Festivals and Holy days
  - 8.10. Time off to accompany a fellow employee in a disciplinary or grievance situation
  - 8.11. Trade union and professional association duties
  - 8.12. National sporting fixtures
9. Deductions from Pay for unpaid leave

## Policy Statement

The [Diocese of Salisbury Multi Academy Trust \(DSAT\)](#) recognises that it is in the interest of everyone working in its Academies to maximise their attendance levels. DSAT recognise that not only does absence impact upon the teaching and learning within our school, but it also takes its toll on colleagues who must take on additional workloads. Although teachers and term time only staff are not entitled to take time off work during the school term, DSAT understands that there may be occasions when employees unavoidably need to be absent from work. This policy therefore provides a protocol for treating requests for leave of absence in a fair and consistent manner.

This policy recognises:

- a. the statutory entitlement to unpaid time off to attend to urgent matters related to dependants
- b. national and local agreements
- c. best practice which seeks to maintain good working relationships between staff and Local Advisory Board (LAB) and/or DSAT
- d. the operational needs of the Academy

It is intended that this policy will provide a clear and workable framework to enable requests for leave of absence for staff working in schools to be reasonably and fairly handled. This policy recognises that the operational needs of the school are a clear priority in any decision making and there may be times when the Principal and/or Executive Principal has to refuse a request for leave.

It should be noted that there might be occasions when circumstances arise that are not identified in this policy. In such circumstances the decision regarding leave of absence remains within the discretion of the Principal, Executive Principal, Chair of LAB or DSAT. Each case will be judged on its own merits and circumstances. The granting of time off in one case will not necessarily set a precedent for other cases. It is recommended that in such circumstances the Principal, Executive Principal, Chair of LAB or DSAT will contact the HR Officer for further advice.

DSAT and LAB's recognise and that Academies will take into account the arrangements available for short term cover for absent teachers and the Academies' commitment that teachers will only rarely be required to cover for absent teaching colleagues.

Care will be taken in applying this policy to ensure compliance with equality legislation and avoidance of potential discrimination.

## 1. Scope

This policy has been produced by DSAT and applies to all members of school staff. It should be read in conjunction with other relevant documents on contractual terms and conditions (e.g. the Burgundy Book and the Green Book) which cover the terms and conditions of specific groups of staff. Nothing in this document seeks to override those particular provisions.

## 2. Decisions regarding request for time off

- 2.1 The Principal (or Executive Principal if it is the Principal requesting time off or designated member of the Board if it is the Executive Principal) has the delegated authority to decide as to whether to grant time off and whether it should be paid or unpaid. However the DSAT support a range of minimum recommended leave periods relating to various circumstances, these should not be seen as either restrictive or exhaustive.
- 2.2 Any suspected abuse of the policy by staff at the Academy will be dealt with under the Academie's Disciplinary procedure.
- 2.3 A formal record of requests made by employees, including a description of the circumstances and whether or not the request was granted, should be kept on the member of staff's personnel record at the school. Where unpaid leave is granted the Principal (or Executive Principal if it is the Principal requesting time off or designated member of the Board if it is the Executive Principal) should inform the DSAT HR and Payroll Administration team to deduct the pay for the dates that have been granted.

## 3. Time off for emergencies relating to dependants

The Employment Relations Act 1999 provides all employees with the right to take reasonable unpaid time off to deal with certain unexpected or sudden emergencies relating to dependants.

Staff taking time off under this right must notify the Principal (or Executive Principal if it is the Principal, or the HR Officer if it is the Executive Principal) of their absence on the day they take time off and if possible to give notification in advance by following the Academie's procedure for reporting absence.

Circumstances when an employee may take time off are:

- 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 a death of a dependant
- To deal with unexpected disruption or breakdown of care arrangements for a dependant
  - To deal with an incident involving the employee's child during school hours

There are statutory rights to parental and adoption leave which can be provided by DSAT HR.

## 4. Compassionate leave

Paid compassionate leave may be granted in the following circumstances:

- Sudden, serious illness of near relative, spouse or child – up to 5 days paid leave.
- Death of a near relative, spouse, partner or child – up to 5 days paid leave
- Funeral of a near relative, spouse, partner or child – 1 day of paid leave

Employees wishing to attend the funeral of other relatives, friends or colleagues in term time may request unpaid leave.

## **5. Sick children**

- 5.1 DSAT recognises that it can be difficult for working parents to respond to the need to care for sick children. Therefore parents may be allowed up to 3 days paid leave to care for sick children subject to not exceeding three occasions or 5 days in total for such paid leave in a rolling academic year.
- 5.2 Staff also have a statutory right to unpaid time off to make arrangements for the care of a dependent child. If it is impossible to make appropriate arrangements for the care of sick children using the arrangements at 6.1 above, the member of staff may, after discussion with the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) take reasonable additional unpaid leave to care for sick children. This arrangement applies to all staff with dependent children. For the care of seriously ill children also see paid compassionate leave at paragraph 5 above.

## **6. Leave to attend significant events**

DSAT recognises that from time to time staff may have the need to attend a significant event during term time such as the graduation ceremony for a son or daughter or the wedding of a close family member.

Teachers and term time only staff do not have a leave allowance, which can be taken during term time. This leave of absence policy enables staff to take one day of paid leave in a school year in order to attend a significant event. Staff must seek the express permission of the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) for paid leave in advance of the event. The operational needs of the Academy will be considered before granting leave and there may be times when the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) will need to refuse a request for leave of absence.

## **7. Job Interviews**

All staff under notice of redundancy may take reasonable paid leave to attend selection interviews for jobs.

Where staff are applying for employment in other schools it is likely to mean an interview will be held within term time. The Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) has discretion to allow reasonable paid leave for such interviews. Requests to take leave to attend an interview

must be made to the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) in advance of the event.

## 8. Other leave

### 8.1 Examination duties

Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales (Burgundy Book).

### 8.2 Staff attending examinations

Staff attending examinations approved by the Academy and/or DSAT to obtain professional qualifications relevant to their role and approved by the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) should be allowed paid leave to attend such examinations. Revision or study leave for such examinations is left to the discretion of the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) to determine whether this will be paid or unpaid time off.

### 8.3 Jury service

Employers are required by law to allow time off work for jury service. The employer cannot apply for deferral or excusal on their behalf, only the person summoned for jury service may ask for a deferral or excusal based on their own personal circumstances. DSAT as an employer agree to support staff within DSAT Academies that have been called on for public duties and services. Employees in DSAT Academies are therefore given paid leave to undertake their jury service so there is no detriment to them. Employees are however required to claim the allowance for loss of earnings from HM Courts & Tribunals Service (HMC&TS) and an equivalent amount will be deducted from the employee's salary. This means that the employee is not disadvantaged and receives the equivalent of their normal salary for the period of their Jury Service.

### 8.4 Moving house

Paid time off for moving house is normally only allowed on an employee's first appointment with a DSAT Academy. Existing staff are encouraged, if at all possible, to make arrangements to move house during Academy closures. However, if this proves impossible, staff may be granted one day of paid leave in order to move house at the discretion of the Principal (or Executive Principal if it is the Principal or the designated member of the Board if it is the Executive Principal). The Principal (or Executive Principal if it is the Principal or the designated member of the Board if it is the Executive Principal) is permitted to ask for documentary evidence relating to why the move could not take place during school closures.

### 8.5 Medical Appointments

Employees are expected to make appointments outside normal working hours wherever possible. However if necessary paid time off to attend medical appointments will be granted but will be recorded as a sickness absence as per the school's Ill Health and Sickness Related Absence Management Policy. Staff attending such appointments must seek the

permission of their line manager or Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) before attending. The Line Manager and/or Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) have the right to request to see hospital appointment letters.

Paid time off should be permitted for the purpose of cancer screening which will be treated like any other medical appointment.

Fertility treatment - Employees requesting time off for fertility treatment will in general be supported. The specific needs of the employee for time off will need to be addressed, and the various provisions for leave set out in this policy will be used to enable this to happen where reasonable. This may mean taking time off for medical appointments and making full use of compassionate leave. The compassionate leave may be paid or unpaid depending on the specific circumstances. In any event the situation should be treated with sensitivity. Sickness absence resulting from the treatment should be counted against the employee's sick leave entitlement in the usual way. The nature of the treatment may mean that absences cannot always be planned in advance but it is reasonable to expect staff to give as much notice of the need for time off as is possible.

#### 8.6 Time off to attend ante-natal appointments

The Maternity Regulations provide the right for all women to take paid time off to attend antenatal care. Pregnant staff must produce evidence of appointments if requested to do so by their line manager or Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal).

#### 8.7 Time off for Public Duties

Staff who are appointed to an important office in public service, e.g., as a Justice of the Peace, Magistrate, or Local Government Councillor will be granted reasonable paid leave of absence in a school year. Staff who hold such public office should advise the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) of the obligations of their office at the time of their appointment.

#### 8.8 Time off for Volunteer Members of HM Forces

Volunteer members of HM Forces will be granted up to two weeks' paid leave of absence (i.e. 10 working days) in any school year to attend summer camp where this cannot be arranged during a school vacation. If volunteers are mobilised the law protects employment and requires reinstatement on return from mobilised service.

#### 8.9 Leave for Religious Festivals and Holy days

Regulations do not require employers to provide time or facilities for religious or belief observance in the workplace. However request for time off will be treated sympathetically where it is reasonable to do so. Time off granted will be unpaid and up to 3 days per academic year would be considered reasonable. It is recommended that schools consider whether employee requests for additional breaks in a working day for religious observance are reasonable and practical but where any such breaks agreed it should be unpaid.

#### 8.10 Time off to accompany a fellow employee in a disciplinary or grievance situation

Reasonable paid time off will be granted to accompany a fellow worker at a disciplinary or grievance hearing.

#### 8.11 Trade union and professional association duties

Certain staff undertaking recognised Trade Union, or Professional Association, duties will be provided with reasonable paid time off to perform their Union or Professional duties.

#### 8.12 National sporting fixtures

DSAT wish to support staff when they are at a national standard within their chosen sport to represent their Country. Therefore staff are granted reasonable paid time off where they are a national representative in sporting event. This is recommended not to exceed 10 working days in an academic year but LAB have discretion to grant additional days based on individual cases.

### 9. Deductions from Pay for unpaid leave

All approvals to allow unpaid leave should be notified to the DSAT HR and Payroll Administration team to deduct the pay for the dates granted.

Where the time off granted is unpaid, the deduction from salary will be at the following rates:

- Leave of absence without pay to be calculated for Teachers on the basis that one day equals  $1/365^{\text{th}}$  of annual salary.
- In cases of leave of absence without pay for Teachers extending both sides of a weekend e.g. Thursday to Tuesday inclusive, the weekend shall be included in the calculation.
- In cases of leave of absence without pay for one week for a Teacher, Monday to Friday, the calculation shall be for the whole week of 7 days which will include one weekend.
- Leave of absence without pay to be calculated for Support staff on the basis that one day equals  $1/5^{\text{th}}$  of their weekly pay.
- For part-time support staff, the amount of unpaid leave to be deducted should be calculated in relation to their normal working week at the time unpaid leave is taken. For example, where an employee works 18 hours per week over 3 days each of 6 hours and they take a day of 6 hours off as unpaid leave, they will have  $6/18 = 0.33$  of a week's pay deducted from their pay.
- In cases of leave of absence without pay for one week for Support Staff, Monday to Friday, the calculation shall be for the whole working week which will not include the weekend.
- All entitlements are pro-rata for part-time / job share staff.

Except in emergency situations, where an oral request may be granted, all requests for leave of absence under these provisions should be made in writing to the Principal (or Executive Principal if it is the Principal, or the designated member of the Board if it is the Executive Principal) on a leave of absence request form with sufficient notice to allow written approval to be given to the employee.



Any queries regarding this policy should be directed to the DSAT HR Team