



The Robert Carre Trust

Leave of Absence Policy

1. Introduction

1.1 The policy makes provision for time off for personal reasons, outside of normal leave arrangements and time off for public/civic duties. This policy forms part of the Trust's commitment to equality in employment and to staff members' health and wellbeing. The purpose of the policy is to allow Leave to be granted for domestic, personal and family matters in order to help staff balance the demands of domestic and work responsibilities. It is also intended to support staff to undertake civic and public duties.

1.2 The Finance, Resources and Audit Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Finance, Resources and Audit Committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Finance and Resources. The Executive Headteacher and members of the Senior Leadership Team have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

1.3 This policy excludes maternity, adoption and paternity leave which are covered in the Family Leave Policy and sickness absence which is covered in the Staff Sickness Absence Policy.

1.4 Where two staff members are related or in a relationship and are requesting Leave for the same reason, paid leave for both will only be granted in exceptional circumstances and at the discretion of the Executive Headteacher/ Head of School, bearing in mind the impact upon the Trust.

1.6 This policy applies to all staff with a contract of employment. This policy does not apply to agency workers, contractors or self-employed individuals.

1.7 This policy does not form part of any staff member's contract of employment and it may be amended at any time.

2. Responsibilities

2.1 It is the responsibility of the Executive Headteacher/ Head of School to carefully consider whether time off requested for domestic, personal and family matters should be approved, and if so, whether this should be taken as paid or unpaid Leave. The Executive Headteacher/ Head of School will confirm his/her decision on the Leave application form to be returned to the staff via the HR Administrator

2.2 The Executive Headteacher/ Head of School will make the decision as to whether Leave is appropriate in line with statutory provisions for leave and it should not be considered an automatic entitlement in all circumstances. If felt appropriate to grant leave, the Executive Headteacher/ Head of School will decide the amount of leave to approve with/without pay, taking account of the individual circumstances of each case balanced against the requirements of service provision and also alternative arrangements that may be appropriate e.g. working the time back (where applicable).

2.3 If the Executive Headteacher/ Head of School decides that Leave is appropriate, they may

support it as follows:

- Up to a maximum of 10 days (pro rata for part time staff) paid leave in any rolling 12-month period. The Leave could be made up of a combination of reasons, e.g., bereavement, compassionate, carer's leave, extended leave and/or fertility treatment
- In addition to this, the Executive Headteacher/ Head of School may approve up to a maximum of 5 days (pro rata for part time staff) for public/civic duties

Days worked per week	Maximum amount of Leave in working days	Maximum amount of leave for public/civic duties
5	10	5
4	8	4
3	6	3
2	4	2

2.4 All applications for Leave should be made using the Leave form. A copy can be found on the T drive. Where applicable, staff should also submit a request for Cover to the relevant Cover Administrator.

2.5 In addition and for all unplanned absences to be taken under this policy, staff must report the absence in the same way as reporting sickness absences as detailed within the Staff Sickness Absence Policy and relevant absence reporting procedure for the role (please refer to the Staff Handbook on the T Drive).

3. Types of Leave for Personal Reasons

3.1 Bereavement Leave

3.1.1 Bereavement Leave is appropriate in the case of bereavement of a close family member/dependant, it also can include time to travel a long distance/abroad to attend a funeral, make arrangements for a funeral and/or to deal with matters concerned with the estate of the deceased. Each case will be viewed sympathetically. By its very nature bereavement leave is only intended to be for a short time period.

3.1.2 When granting leave for bereavement, a close family member or dependant is defined as:

- Own child (see parental bereavement leave below)
- Next-of-kin or nominated next-of-kin
- Spouse/partner, civil partner/same sex partner
- Parent, grandparent, grandchild
- Brother or sister
- Parent of spouse/partner, civil partner/same sex partner

3.1.3 The Executive Headteacher/ Head of School will also have discretion to approve Bereavement leave in other circumstances e.g., where the bereavement relates to a close family friend. As an alternative to paid bereavement leave, annual leave (where applicable) or unpaid leave may be granted to allow staff members in attending the funeral of other relatives and / or friends.

- Bereavement leave may be granted to help employees cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.
- compassionate leave may be granted to help employees where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill. This does not apply in the case of domestic emergencies, or where normal caring arrangements have been disrupted. We will consider compassionate leave for other traumatic events or difficult personal circumstances on an individual case by case basis.

- Bereavement leave and compassionate leave may be granted in relation to a spouse, civil partner or partner, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law. Children are covered separately in the parental bereavement section above. The Executive Head / Head of School may exercise their discretion in relation to any other relative or close friend, depending on the circumstances. When agreeing the amount of leave the Trust will take into account the circumstances and relationship of the employee to the deceased/seriously or critically ill.

3.1.4 Parental bereavement leave:

It is recognised that losing a baby or child is a devastating experience for all the family. In order to support staff at such a difficult and sensitive time, parents and primary carers who suffer the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy will be entitled to take a period of parental bereavement leave. Staff members with 26 weeks' continuous service will be entitled to two weeks' parental bereavement leave which will be paid at full pay. Staff with less than 26 weeks' continuous service will be entitled to two weeks' unpaid leave. Consideration will also be given to the provision of bereavement leave as detailed in point 3.1.1 above. Parental bereavement leave can either be taken in one block or in two separate blocks of one week. It can be taken within a 56-week window from the child's death, to allow time for moments such as anniversaries, and notice requirements will be flexible so in exceptional circumstances leave can be taken without prior notice.

- Up to 2 weeks parental bereavement leave (PBL) for parents, with parental responsibility, to help them cope with the death of a child under the age of 18 years will be granted. This includes birth parents, adoptive parents, individuals who are fostering to adopt, legal guardians, most foster parents, (excluding short term and emergency foster care), intended parents under a surrogacy arrangement, looks after the child in your home other than a paid carer and have done so for at least 4 weeks and parents who suffer a still birth after 24 weeks or more into pregnancy. There is no minimum service requirement for eligibility to take this leave.
- Employees may be entitled to statutory parental bereavement pay (SPBP) [and/or normal pay covering some of this period] for parental bereavement leave if they meet the below criteria:
 - Have 26 weeks continuous service with the Trust ending on the Saturday before the child died;
 - Have normal weekly earnings in the eight weeks up to the week before the child death that are not less than the lower earnings limit for NI contributions
 - Parental bereavement leave will be granted as a single block of 2 weeks or 2 separate blocks of 1 week at different times. This leave must be taken within 56 weeks of the loss of the child
 - If parental bereavement leave is taken straight away and during the first 8 weeks after the child has died, there is no requirement to give advance notice of PBL. However, employees should make contact with the Trust to inform of the reason for their absence.
 - Any parental bereavement leave taken after the initial period will be subject to at least 1 weeks' notice to the employer.
 - Employees taking parental bereavement will be asked to produce a written declaration to confirm they are entitled to the leave.
 - Entitlement to maternity leave and pay is not affected if a child has died or been stillborn.

Maternity leave can be taken in addition to parental bereavement leave.

3.2 Compassionate Leave

Compassionate leave is appropriate where a close family member/dependant is taken seriously ill, or suffers a serious accident.

3.3 Carer's leave

3.3.1 Carer's leave is appropriate to cover a range of needs arising from genuine domestic emergencies involving dependants. Carer's leave is not limited to childcare – it is recognised that many staff have adult dependants and will be eligible for this type of leave. Examples may include carer's leave to support elderly family relatives/dependants.

3.3.2 A dependant for the purposes of this policy is:

- A staff member's spouse, civil partner, same sex partner, parent or child
- A person who lives in the same household as the staff member, but who is not their tenant, lodger, boarder or staff member
- Anyone else who reasonably relies on the staff member to provide assistance, make arrangements or take action of the kind referred to in paragraph 3.3.3

3.3.3 All Trust staff members have a right to take a reasonable amount of unpaid time off work when it is necessary to:

- Provide assistance when a dependant falls ill, gives birth, is injured or assaulted
- Make longer-term care arrangements for a dependant who is ill or injured
- Deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant
- Deal with an unexpected incident involving their child during school hours (or those of another educational establishment)

3.3.4 Where there is another suitable adult in the home it would not be appropriate for a staff member to request carer's leave except when that staff member is defined as the main carer under community care legislation (section 1(3) Carers (Recognition and Services) Act 1995 and s1(3) Carers and Disabled Children Act 2000).

3.3.5 The Executive Headteacher/ Head of School will adopt a flexible and understanding approach to the application of this policy. Reasonable time off in relation to a particular problem will not normally be more than one or two days in any one episode and up to a maximum of three days per rolling 12-month period. However, the Trust will always consider each set of circumstances on its own merits and the Executive Headteacher/ Head of School may approve additional carer's leave at his/her discretion with advice, where necessary, from the Director of Finance and Resources. Any additional leave approved will be detailed on the leave form to be returned to the staff member. Carer's leave in excess of one or two days per episode or three days per rolling 12-month period will usually be unpaid.

3.3.7 Unplanned carer's leave - the aim is to provide an immediate response to circumstances, which could not have been predicted e.g., where normal carer arrangements break down unexpectedly and alternative arrangements need to be put in place. The statutory right for carer's leave is intended to allow staff members a short time to deal with unexpected/sudden emergencies.

3.3.8 Examples of unplanned carer's leave:

- The sudden onset of an illness of a child, partner, close relative or dependant
- The unforeseen breakdown of normal carer arrangements, including the illness or absence of the usual carer
- Unplanned time off needed at short notice to make longer-term arrangements for coping

with a care problem

3.3.9 Planned carer's leave - is only appropriate if an individual knows in advance that they must be available to administer care on a particular day because no one else is available.

3.3.10 Examples of planned carer's leave:

- Accompanying a dependant to hospital providing no other arrangements can be made. In most instances it is appropriate to consider whether this time could be available through the temporary adjustment of working hours (where appropriate). Paid planned carer's leave may be approved in exceptional circumstances. Consideration may however also be given to unpaid leave.

3.3.11 It is accepted that, in an emergency, leave will have to be applied for and granted at very short notice. The staff member is expected to seek such leave by telephone to their SLT Lead, if the application cannot be made in person and follow this up in writing using the application for Leave form as soon as possible.

3.3.12 Applicants for this type of leave are entitled to a written explanation if the request is declined. Appeals against decisions not to approve an application for carer's leave should be made through the Trust's Grievance Procedure.

3.4 Parental Leave

Parental Leave is a separate provision from maternity, adoption or paternity leave and provides an un-transferable individual right to 18 weeks' unpaid leave for every child (including each child of a multiple birth/adoption) up to the child's 18th Birthday. For more information regarding parental leave please see the Family Leave Policy.

3.5 Health and Welfare

3.5.1 All staff members are encouraged where possible to make arrangements for medical appointments outside of working hours or as an alternative at the start or end of the school day. It is however recognised that this will not always be feasible.

3.5.2 If it is necessary to attend Doctor, Dentist or Hospital appointments during work hours, it is recommended that consideration be given to the temporary adjustment of working hours where appropriate. If the appointment is due to a disability, for example, attending a clinic for diabetic retinopathy, the time should be taken as paid disability leave.

3.5.3 Where staff members do not have the opportunity to work flexible hours and the appointment cannot be arranged outside of school hours, staff members will be eligible to apply for the time off as paid leave.

3.5.4 The staff member must make such a request using the Leave application form. To support the application, staff members should (where possible) provide evidence of the medical appointment to their Head of Department before submitting the completed application to the Executive Headteacher/ Head of School via the Cover Administrator.

3.6 Gender Reassignment

Gender reassignment is a protected characteristic under the Equality Act 2010. Staff members who undergo treatment for gender reassignment will be entitled to take paid time off to attend appointments and treatment. There is no set time limit that employers should allow for treatment.

3.7 Extended Leave

In exceptional circumstances approval may be given to an individual member of staff to take an extended period of leave (for example to care for terminally ill dependants, to visit ill relatives

overseas.). Such periods will not normally exceed 8 weeks in total and may comprise periods of annual leave brought forward in excess of 5 days, lieu days and periods of paid and unpaid leave.

3.8 Fertility Treatment

Staff members undergoing fertility treatment will be entitled to a reasonable amount of paid time off to attend appointments and treatment. These should be recorded on the application for I Leave form. The Head of Department and the Executive Headteacher/ Head of School will require advance notice and may request evidence of appointments and treatment.

3.9 Religious leave

Employees whose religious beliefs require the observance of festivals which fall on days upon which they would normally work may be granted up to 4 days leave

3.9 Other Leave Provisions

3.9.1 It is recognised that there may be other requests for leave that do not fall under any of the above categories. This may for example include requests for time off to support other family commitments not elsewhere covered under this policy.

3.9.2 Such requests will be dealt with in accordance with the Leave provision, see section 2.

4. Disability Leave

4.1 There are particular equality implications with respect to impairment and disability, including any mental health issue (which may include stress). If the staff member is disabled, there is a duty to make 'reasonable adjustments' and disability leave may be a reasonable adjustment.

4.2 Disability leave is not restricted to 10 days. A reasonable amount of disability leave will be granted when disabled people, who are not sick for other reasons, require time off as a result of their disability. This may be:

- To attend appointments with respect to their impairment/disability
- In respect of technical aids needing adjustment/repair
- To recover from an aspect of their impairment e.g., an asthma attack, epileptic fit or diabetic hypoglycaemic episode
- If suffering from infections as a result of a disability, i.e., pacemaker, HIV treatment, for long-term or recurring cancer, physiotherapy

4.8 While there is no definitive list of conditions that are included under the Equality Act 2010, the Government has indicated that asthma, diabetes, cancer, epilepsy, multiple sclerosis, deafness and symptomatic HIV/AIDS are covered by the Act, particularly when preventative measures may have to be taken by the individual.

5. Time Off for Public Duties

5.1 A staff member is entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor/trustee. The Trust may grant paid leave to staff taking time off for public duties in certain circumstances.

5.2 The amount of paid time off is at the Executive Headteacher/ Head of School's discretion, with advice from the Director of Finance and Resources. Up to a maximum of 5 working days will be paid in any leave year (pro rata for part-time staff) and will take into account the following:

- How much time is required to perform the duties

- How much time the staff member has already been permitted for this purpose, and
- The effect the absence may have on the service provision to the Trust

5.3 Additional unpaid leave may be granted if deemed appropriate.

5.4 A staff member intending to become involved in public duties which will require leave, paid or unpaid, must obtain the agreement of the Executive Headteacher/ Head of School before they agree to accept that position.

5.5 When undertaking public duties, the staff member must provide their Head of Department with an outline of their expected involvement throughout the leave year, and agree and plan their leave, paid or unpaid, without disrupting the service.

6. Serving on a Jury

6.1 When a member of staff is notified by the courts that they are required to attend jury service they should notify their Head of Department and their SLT lead of the dates immediately. A copy of the notification should be shown to the Head of Department and the staff member should complete a Leave Application form confirming the dates required. For further information, refer to the Jury Service Procedure.

6.2 A staff member who is called up for jury service will be paid their normal pay less any amounts the staff member can claim from the court for loss of earnings. Such normal pay will continue for up to three weeks. The staff member must therefore complete all of the relevant claim forms provided with the jury service request.

6.3 If on any day the staff member's services are not required at the court or they are not required for the full day they will be required to return to work for that day.

6.4 Depending on the needs of the Trust, the Trust may request that the staff member applies to be excused or deferred from their jury service.

7. Training with Reserve or Cadet Forces

7.1 A staff member who is a member of the reserve or cadet forces (and provides evidence of this) will be entitled to a reasonable amount of unpaid leave.

7.2 The guidelines for requesting and granting of leave for duties with the reserve or cadet forces are the same as those for leave for public duties outlined above.

7.3 Where agreement is given for a staff member to engage on a voluntary tour of duty or specific exercise, discretion will be given on an individual basis to phase the individual back into the workplace.

7.4 Reservists who are called up, have a right to be reinstated in their former job within six months of demobilisation. These provisions apply only if there has been an official call-out and evidence supplied.

8. Professional Activities

It should be noted that requests for leave under section 8 must be submitted to the Executive Headteacher/ Head of School with sufficient notice to ensure service levels are minimally disrupted. The Executive Headteacher/ Head of School will decide whether the time off is granted and the needs of the Trust will be considered when making this decision. In general, it is also anticipated that such leave would not be appropriate where annual leave can be taken.

8.1 Professional Activities beneficial to the Trust or staff member

By agreement between the Executive Headteacher/ Head of School and staff member, paid leave may be given for activities beneficial to the Trust or to the professional standing of the staff member. Examples of this would include being a member of a tribunal or inquiry, speaking at relevant conferences, or participating in the work of a specialist professional organisation.

8.2 Job Interviews / Induction for a new role

Reasonable time off with pay will be given to attend interviews for positions within the Trust and positions with outside organisations. As a gesture of goodwill, paid leave of one day may also be granted to allow staff members to attend an induction day prior to commencing a new role external to the Trust. This is limited to one day only.

8.3 Leave for Ceremonies

As a gesture of goodwill, one day of paid leave will be granted for staff members to attend the graduation ceremony or an award ceremony, such as a passing out parade, of their dependant and/or for the staff member's own graduation ceremony from college or university. This is limited to one day in any Academic Year.

8.4 Leave for Exams

As a gesture of goodwill, paid leave of one day per Academic Year will be granted for staff members to attend an examination for a college or university course.

8.5 Trade union activities

The Trust wishes to support employees with time off for trade union activities. Trade union representatives are entitled to reasonable paid time off to carry out trade union duties and activities, to undergo training and to accompany a worker to a grievance or disciplinary hearing. A trade union representative means an officer of the union or an employee elected or appointed in accordance with the union's rules to be a representative of union members in the workplace. Union learning representatives have a right to reasonable paid time off to perform their duties and undergo training. Union members have a right to reasonable unpaid time off when taking part in trade union activities.

Employees should be aware that there will be occasions where, for operational reasons, or where the Trust believe the time off to not be reasonable, requests can be declined. Each application for time off will be assessed on its merits and the determination will ultimately depend on the needs of the Trust at the time of the request and consideration will be given to:

- the nature and timing of the request;
- the amount of time off previously granted or planned for the future;
- the number of representatives or members seeking time off within a given period; and
- the legitimate need of the union representative or union learning representative to discharge their functions.

If a union representative, union learning representative or union member is aggrieved by a decision to refuse time off to undertake their duties, training or activities, they should raise the matter in accordance with Trust's grievance procedure.

Time off for union representatives – duties

Employees who are representatives of an independent trade union recognised by the Trust for collective bargaining are permitted reasonable paid time off to:

- Carry out their duties in connection with, negotiations in relation to collective bargaining,

the performance of other permitted functions related to collective bargaining, information and consultation over collective redundancies or TUPE transfers; and agreeing new terms for the workforce following a TUPE transfer in an insolvency situation.

- undergo training in aspects of industrial relations relevant to those duties which has been approved by the Trades Union Congress or by the trade union, accompany a fellow worker to a disciplinary or grievance hearing.

Time off for union members - activities and learning

An employee who is a member of an independent trade union recognised by the Trust in relation to their position is permitted reasonable unpaid time off to take part in a trade union activity or to consult a union learning representative. Examples of trade union activities include voting in union elections and attending relevant workplace union meetings, but not participating in industrial action.

Time off for union learning representatives

Employees who are members of an independent trade union recognised by the Trust can take reasonable time off to perform duties as a union learning representative, providing that the union has given Trust notice in writing that the employee is a learning representative of the trade union and that the representative is, or will be, sufficiently trained to carry out the learning representative duties. The purpose of a learning representative includes arranging training, promoting the value of training and analysing training needs

Requesting time off - trade union representatives and learning representatives

Employees that are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the Trust.

The Executive Head Teacher/ Head of School will meet with the employee to discuss their union role and the amount of time and facilities that the Trust believes to be reasonable to enable the employee to carry out their union duties.

When making a request for time off the employee should provide as much notice as possible and give further details, such as the location, timing, duration and purpose of the time off. The Executive Head Teacher/ Head of School will look at each request and the circumstances before deciding what is reasonable.

Both parties accept the need to be flexible within this process and recognise their duties and obligations to the Trust. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and learning at the Trust. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.

Requesting time off - trade union members

Employees who want to request time off for trade union activities during working hours should make a request to the Executive Head Teacher/ Head of School as much notice as possible and provide further details, such as the location, timing, duration and purpose of the time off. The Executive Head Teacher/ Head of School will look at each request and the circumstances before deciding what is reasonable.

9. Leave to Support Staff in Balancing Work and Family Commitments

It should be noted that requests for leave under section 9 must be submitted to the Executive Headteacher/ Head of School with sufficient notice (where possible) to ensure service levels are minimally disrupted. The Executive Headteacher/ Head of School will decide whether the time off is granted and the needs of the Trust will be considered when making this decision. In general, it

is also anticipated that such leave would not be appropriate where annual leave can be taken.

9.1 Child's Sports Day / Nativity / School Events

As a gesture of goodwill, leave will be granted, where possible, for staff members to attend a child's sports day, nativity or other school event. This can be booked through annual leave, if applicable, or if staff are able to find a mutually convenient time to cover swap with a colleague at no cost to the Trust. Alternatively, unpaid leave can be granted, or will be paid where staff are able to find a mutually convenient cover swap with a colleague

9.2 Moving House

The Trust will allow one day of paid leave – as well as any other rights to contractual or statutory leave – for staff members who are moving house. This is limited to one day in any Academic Year.

9.3 Marriage or Civil Ceremony

9.3.1 The Trust will allow one day of paid leave – as well as any other rights to contractual or statutory leave – for staff members who are getting married or having a civil ceremony.

9.3.2 The Trust will usually allow one day of paid leave – as well as any other rights to contractual or statutory leave – to allow staff members to attend the wedding of a close family member and where the wedding is due to take place on a working day or significant travel is required. Any other requests to attend a wedding during work time will usually be supported as unpaid leave, subject to the needs of the Trust. Leave will be limited to one day in any Academic Year.

9.4 Emergency Domestic Situations

Time off work (which may comprise/include paid Leave) may be approved to enable staff members to deal with emergency domestic situations at home, such as flood, fire or burglary. It does not apply to planned events such as domestic repairs, refurbishment, building or trades work, installation of appliances, home deliveries.

10. Attending Work Late due to Unforeseen Circumstances

10.1 Where staff members are late in attending work due to unforeseen circumstances (e.g., travel delays caused by a road accident) they will be expected to report their absence in accordance with the relevant Trust absence reporting procedure to enable cover arrangements to be put in place as appropriate.

10.2 Where a staff member is late in reporting for duty by less than 30 minutes, consideration should be given to such time being worked back at the end of the working day. Where staff members are late in reporting to duty by 30 minutes or more, the staff member may be asked by their Head of Department to submit an application for Leave form. The Executive Headteacher/ Head of School will then consider the reason for the lateness and make a decision as to whether the time should be paid or unpaid leave.

11. Emergency School Closures – Staffing Advice

11.1 Wherever possible, the Trust schools will be kept open, with normal programmes of work. Parents should be encouraged to send their children to school if they can do so safely. The presumption must be that the Trust will be open unless information has been published that the school will be closed.

11.2 The decision to close will be made by the Executive Headteacher/ Head of School.

11.3 In grave emergencies, all teaching and non-teaching staff should be prepared to remain in post and care for the children until their safe return home has been ensured.

11.4 In the event of school closure, all staff should be expected to be at work even if the school is closed for the students. The Executive Headteacher/ Head of School may need to make a risk assessment with regard to Health and Safety, judging whether staff attendance is appropriate.

11.5 The Executive Headteacher/ Head of School may decide that staff should not come into school if the Trust is closed. If this is the case, there will be an expectation that staff will work from home where possible, unless otherwise agreed with the Head of Department that this would not be appropriate.

12 Discretionary leave

12.1 The Executive Headteacher/ Head of School has the discretion to grant occasional day's leave of absence for purposes not specified elsewhere in this policy. Examples might be:

- playing representative sport;
- participating in Military Reservist activities;
- educational courses run by professional associations
- participating in other service or charity events;
- persons appointed as examiners for University or similar examining bodies;

12.2 The Executive Headteacher/ Head of School has the discretion to determine whether the leave should be with pay. Normally, time off for one school day or less will be with pay. Subsequent days, up to a limit of 3 days, will normally be without pay taking into account how much time is required; and how much time off the employee has had previously.

12.3 When considering requests, the Executive Headteacher/ Head of School / Governing Body will take into account:

- the school's capacity to absorb the absence;
- the current workload;
- availability of staff cover;
- disruption to other employees;
- the ability for the school to make up for the lost time; and
- the effect on the students.

12.4 If a staff member has absence from school that is not sickness related, previously agreed or does not fall elsewhere in the school's Leave of Absence policy then staff should not receive pay.

13. Abuse of this Policy

13.1 Staff members will only be entitled to time off under this policy if, as soon as is reasonably practicable, they inform their Head of Department/the Executive Headteacher/ Head of School of:

- The reason for their absence; and
- How long they expect to be away from work

13.2 If a staff member fails to notify the Trust as detailed above, they may be subject to disciplinary proceedings under the Trust Disciplinary Policy for taking unauthorised time off.

13.3 Suspected abuse of this policy will be dealt with as a disciplinary issue under the Trust Disciplinary Policy.

14. Monitoring

14.1 All applications for Leave and the outcomes should be recorded on the application for Leave

form. All application forms will be placed on the staff member's personal file and the dates of any leave recorded on the staff member's HR record.

14.2 Statistical information and frequency data analysis on the types and numbers of days' absence that are within this policy will be collated within the Trust.

14.3 Grievances arising from the application of this scheme will be dealt with under the Trust Grievance procedure.

As part of our on-going commitment to promoting equality and valuing diversity, the Trust is committed to eliminating discrimination against any individual on the grounds of the nine protected characteristics defined by the Equality Act 2010 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Appendices

Appendix A – Best Practice Guidance on Leave Duration

Reviewed at the meeting of the Finance, Resources and Audit Committee on 12 July 2022

Ratified at the meeting of the Trustees on 12 July 2022

Next review: June 2024 (2 years)

Appendix A – Best Practice Guidance on Leave Duration

The table below provides a summary of the suggested leave duration for different types of Leave. Please note that the information is included as a best practice guide only and the Executive Headteacher/ Head of School may approve more or less leave having considered the reasons for the application. Any requests will also be considered against the best practice maximum 10 days paid Leave and additional 5 days paid leave for public/civic duties to be approved in any rolling 12-month period/Academic Year.

Type of Leave	Recommended maximum leave per episode/12-month period/Academic Year (Please note days should be pro rata for part time staff members)	Paid/Unpaid
Bereavement Leave	Up to 5 days	Paid
Parental bereavement leave	2 weeks	Paid/Unpaid
Compassionate Leave	Up to 5 days	Paid
Carer's Leave – unplanned	Up to 1 to 2 days per episode, 3 days per 12-month period	Paid
Carer's Leave – planned	Each case will be considered on an individual basis	Paid/Unpaid
Parental Leave	Please refer to the Family Leave policy	Unpaid
Doctors/Dentist/Hospital appointments	Usually up to 1 day	Paid
Gender Reassignment	Advice to be sought from the Executive Head or Head of School	Paid
Extended leave	Up to 8 weeks	Paid/Unpaid
Fertility Treatment	Up to 10 days	Paid
Child's Sports Day/Nativity/School Events	Up to 2 days	Unpaid
Other leave provisions	Up to 3 days	Paid
Disability Leave	Advice to be sought from the Director of Finance and Resources	Paid
Time off for Public Duties	Up to 5 days	Paid
Serving on a jury	Based on duration of the case. Up to 3 weeks	Paid
Training with Reserve/Cadet Forces	Up to 5 days	Paid
Professional Activities	Usually 1-2 days	Paid
Job Interviews	Up to 1 day	Paid
Induction for a new role outside of the Trust	Up to 1 day	Paid
Graduation Ceremonies	Up to 1 day	Paid
Exams	Up to 1 day	Paid
Moving House	Up to 1 day	Paid
Marriage or Civil Ceremony	Up to 1 day	Paid
Emergency Domestic Situation	Up to 1 day	Paid
Attending work late due to unforeseen circumstances	Each case will be considered on an individual basis	Paid/Unpaid

For further information, please refer to the current Leave Application – Leave Allowance Guidance located on the T drive.