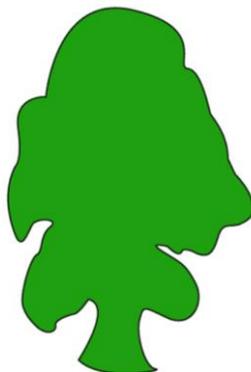


Leave of Absence Policy FOR ELMHURST SCHOOL



BEARBROOK & ELMHURST EARLY YEARS EXCELLENCE HUB

Bearbrook & Elmhurst
Early Years Excellence Hub



Adopted:	March 2016
Next Review Date:	March 2019
Responsible Committee	Finance, Personnel and Pay Review Committee
Signed:	
Head Teacher:	Mrs R. Lee
Chair of Governors:	Mr D. Gamble

Leave of Absence Policy

Introduction

- The Governing Body has responsibility for establishing the Leave of Absence Policy, for ensuring that it is followed and for monitoring staff absence rates. Unauthorised absence will be dealt with under the school/Early Years Excellence Hub's Disciplinary Procedure. All requests for leave of absence must be made in writing to the Head Teacher, using the 'Application for Leave of Absence' form. In the case of the Head Teacher, the approval of the Chair of Governors must always be sought. Where an employee wishes to make representations against a decision made by the Head Teacher, he/she may write to the Governing Body or its appropriately designated Committee giving full details of the request. The decision of the Governing Body or its Committee is final.
- The Governing Body will endeavour to treat all employees fairly and consistently when applying for leave of absence. It will act in accordance with the Equal Opportunities Policy and taking account of differing national and local conditions of employment.
- Employees have certain entitlements to leave of absence, in particular circumstances, under their conditions of service. In other circumstances the Governing body will grant leave of absence on a discretionary basis in accordance with this policy. In the interests of fairness and transparency there are some examples of the decisions that the Chair has taken recently at the end of this policy. However, each case will be judged on its merits and takes into account factors such as impact on the school/Early Years Excellence Hub of the leave of absence being granted, the level of absence rate of the person making the request and how many leave of absence dates have already been approved.

Entitlement

- The Governing Body will grant leave of absence in accordance with national or local conditions of service in the following circumstances:

Examiners and Moderators for Examining Bodies

- Chief Examiners and Chief Moderators will be given up to 10 days' leave with pay in any one financial year. Examiners and Assistant Moderators will be given up to 5 days' leave with pay in any one financial year.
- Employees shall not be required to pay the council or their school/Early Years Excellence Hub any fees or expenses received for examining and moderating duties.

Jury Service and Other Public Service

- An employee receiving a summons to serve on a jury must report this to his/her Head Teacher who will grant him/her leave of absence unless exemption from jury service is secured. Head Teachers should report the dates of jury service to the HR & Payroll Department so that the necessary financial adjustments can be made. An employee serving as a juror is required to claim the allowance for loss of earnings to which he/she is entitled under the Juror Allowance Regulations currently in force. The Authority will deduct from the employee's full pay an amount equal to the allowance received for loss of earnings, and this sum will then be credited to the school's/Early Years Excellence Hub budget.

Witness Summons

- An employee who is subpoenaed as a witness to appear before the court should report immediately to the Head Teacher, who will grant him/her leave of absence with pay for such time as is necessary to discharge the duty as witness.

Service in Non-Regular Forces

- Employees must obtain the Governing Body's consent before joining the Non-Regular Forces (e.g. Territorial Army, Royal Air Force Volunteer Reserve). The Governing Body will grant two week's additional paid leave to volunteer members of the Non-Regular Forces who are required by the Forces to attend summer camp.
- Such employees are required to show the Head Teacher a copy of their Forces' payslip for the period of the summer camp, so that the Head Teacher can arrange for a deduction to be made from

the employee's County Council salary of an amount equal to the pay received from the Forces for each normal working day of absence (i.e. without making any deductions for days when the employee would not normally be working). The Head Teacher should also arrange for this sum to be credited to the school's/Early Years Excellence Hub budget.

- Any such employees who are called-out by the Secretary of State for service with the armed forces will be granted leave of absence without pay for the duration of that service (unless the Governing Body applies for and gains exemption, deferral or discharge on the grounds that their absence would cause serious harm to the school/Early Years Excellence Hub).

Magistrates and Members of Public Bodies

- Employees who are appointed as magistrates or who undertake duties connected with the work of district councils or other public bodies, including governing bodies, will be granted leave of absence with pay for the equivalent of up to 208 hours per year in the case of staff on Bucks Pay conditions of service, and 10 school days a year for other staff, unless special approval is given by the Governing body in exceptional circumstances.
- In the case of employees who have been appointed to service on the Education Committee of the County Council or any of its sub-committees, the question of leave of absence does not arise since the employees concerned are regarded as undertaking special duties at the Council's request.

Union Duties

- See the Authority's Facilities Agreement.

Job interviews

- Leave with pay will be granted as necessary.

Examination Leave

- Staff of Bucks Pay conditions of service will be granted a maximum of 5 days' leave with pay to sit approved examinations: this is normally half a day per examination subject. Other staff will be granted 1 day's leave with pay to sit each approved examination.

Paternity Leave

- Eligible staff are entitled to take Paternity Leave in line with the LA policy. Please see most up to date LA guidance.

Appointments with Dentist, Doctor or Other Medical Professionals

- These appointments should be made outside normal working time except in emergencies or where consultations etc. are inflexible over timing.

'Stuck not Sick'

- The school recognises that on occasions it may be difficult for people to come into work at short notice e.g. sickness of a child/dependent, domestic issues at home. To avoid people reporting sick to cover these absences, which may only need to be for an hour or two, while alternative arrangements are made, a facility to call in as 'stuck at home' has been introduced. The individual should telephone a member of the Senior Leadership Team. The individual will come into work as soon as possible and will agree with their Head Teacher/line manager how to make up the time.

Part-Day Absence

- Where an individual attends for work but then subsequently feels unwell and goes home sick, this should still be reported as sickness. The Head Teacher/line manager has a degree of discretion over whether or not to class this as a half day or full day absence, depending on how long the individual has been at work and their working pattern.

Special Leave

- As a school we recognise the importance of parental support for children at key events e.g. Christmas plays, sports days etc. As long as we are given at least seven days notice we will do our very best to cover internally so staff can attend. Please complete a Leave of Absence Request form.

Discretionary

- The Governing Body will normally apply a limit of 5 days' discretionary leave with pay per annum, although additional time (either with or without pay) may be granted in exceptional circumstances.
- The Governing Body may grant leave (either with or without pay) for a period of time in excess of the limits quoted in paragraph 4 above, and for any other good reason. These could include any of the circumstances listed below:

Discretionary: With Pay

Compassionate Leave

- Absence necessary as a result of the death or serious illness/injury of a close member of the family, close friend or partner.
- Breakdown of normal childcare arrangements.
- Maternity support leave. This recognises the need for employees to have leave associated with their spouse's/partner's maternity at short notice to deal with unforeseen circumstances.
- Other occasions when care of dependants is necessary (up to 5 days paid per annum).

Adoption

- Leave with pay will be given for the adoption of a child up to a maximum of 5 days.
- Teaching staff may be granted the relevant post-natal provisions of the maternity leave scheme for teaching staff.

Revision/Study Leave

- The Governing Body will approve up to a maximum of 5 days' revision/study leave with pay to employees undertaking work-related qualifications, this will be agreed with the member of staff in advance of them commencing the qualification.

Graduation Leave

- The Governing Body will approve 1 day leave with pay to employees attending a husband, wife, son or daughter's graduation ceremony.

Discretionary: Without Pay

Parliamentary Candidates

- Leave will be granted, but without pay, from the date when the candidate's nomination is accepted until the date of the election.

Religious Festivals

- In some cases leave may be granted, but without pay. However, this will only be granted if it is practical to do so i.e. where there is no impact on the school. A limit of 5 days' unpaid leave is normally applied.

Secondment for Other Paid Employment

- Leave may be granted without pay for an agreed period of time.

Discretionary: With or Without Pay

Participation in National Sporting, Culture and Similar Events

- Leave will be granted (either with or without pay) for the necessary period of absence.

Moving House

- For employees whose contractual arrangements do not allow them to take annual leave during term-time and where the move cannot be effected in a school closure period, 1 day's leave will be granted (with pay).

Examples:

Event	Paid/Unpaid	Approved/Not Approved
Death of a close relative	5 days paid leave	✓
Moving House	1 day paid leave	✓
Graduation of husband/wife/son/daughter	1 day paid leave	✓
Accompanying son/daughter to University	1 day unpaid leave	Approved if less than 5 days leave of absence has already been approved in the academic year.
Wedding of close relative	1 day unpaid leave	✓

Applications for Leave of Absence

- Requests for leave of absence (either with or without pay) should be made on the 'Application for Leave of Absence' form.

APPLICATION FOR LEAVE OF ABSENCE

SECTION ONE - to be completed by the Applicant

NAME:

POST HELD:.....

I hereby request leave of absence on the following date(s):

Fromto

for the following reason:

.....
(If there is insufficient room, continue overleaf)

Signed:

Date:

When this section has been completed the form should be given to the Head Teacher, or to the Chair of the IEB where the Applicant is the Head Teacher.

SECTION TWO - to be completed by the Head Teacher/Chair of the IEB

* Delete as appropriate

*(i) The Governing Body agrees this application for leave of absence with pay.

*(ii) The Governing Body agrees this application for leave of absence without pay.

*(iii) The Governing Body does not agree this application for the following reason:

.....
.....
.....

Signed.....
Head Teacher/Chairman of Governors

Date.....

A copy of the completed form should be returned to the Applicant.
A copy of the completed form will be retained in the member of staff's HR folder.