



# Carfield

## Primary School

### LA MODEL PROCEDURE FOR THE MANAGEMENT OF LEAVE OF ABSENCE

Date Reviewed	Reviewed by	Approved by (Governor Committee)	Next Review
November 2022	Jacqui Steel		September 2023
September 2023	Jacqui Steel		September 2024
September 2024	Victoria Elliott		September 2025

### PROCEDURE FOR THE MANAGEMENT OF LEAVE OF ABSENCE

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## **SECTION 1 PROCEDURE FOR THE MANAGEMENT OF LEAVE OF ABSENCE**

This policy is applicable to all school employees. Where there are differences in entitlements between support staff and teachers this reflects different conditions of service.

## **SECTION 2 Compassionate Leave**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Serious illness of close family member or dependant or other 'urgent domestic distress	Up to 3 days	With Salary
<p>Note: Refer also to dependants leave policy (April 2002) as additional unpaid leave may be an entitlement.</p> <p>A 'close family member' is normally defined as a partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive.</p>		
Bereavement of a close family member or dependant	Up to 3 days including attendance at funeral	With Salary
<p>Note: Refer also to dependants leave policy as unpaid leave may also be an entitlement. Where an employee has to travel overseas for a funeral a sympathetic approach will be taken to requests for urgent annual leave or unpaid leave. Additional leave without pay may also be approved for other purposes by the headteacher.</p> <p>A 'close family member' is normally defined as a partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive.</p>		

Reason for absence	Period of absence	With/without salary
Attendance at funerals other than close family members	Up to 1 day	Without Salary

### **SECTION 3 Dependants Leave**

Reason for absence	Period of absence	With/without salary
Time off for urgent reasons relating to employee's dependant eg child, partner, parent.	As necessary	Without Salary
Note: Refer also to dependants leave policy (April 2002) for full details. Other Leave of Absence provisions may also be applicable e.g. compassionate leave.		

### **SECTION 4 Parental Leave**

Reason for absence	Period of absence	With/without salary
Time off to care for a child under 5 (or under 18 if a Disabled child)	Up to 18 weeks	Without Salary
Note: Refer to parental leave policy (April 2002) for full details		

## **SECTION 5 Paternity Leave/Maternity Support Leave**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Time off for fathers or other individual directly involved in parenting a child (eg same sex partner)	10 days (pro rata) (normally to be taken within 5 weeks of the birth)	Support staff – with full salary Teachers – with full salary for first week Statutory Paternity Pay for second week

## **SECTION 6 Leave for Medical Reasons**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Non routine Dental/ Medical Appointments  (including investigations and treatments)	As necessary	With Salary
Note: Where it is not possible to arrange a routine appointment outside of working hours, teachers may be granted unpaid leave. Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave.		
Blood donation Cervical smears Breast screening Prostate checks IVF treatment	As necessary	With Salary
Note: Other treatments e.g. complementary therapy, cosmetic treatments, should be arranged outside normal working hours. Where it is not possible teachers may be granted unpaid leave. Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave		

## **SECTION 7 Leave for Public Duties**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Magisterial duties	Up to 18 days per Year (in full or half days)	With Salary
Witness in court	As required	With Salary
Jury Service	As required	With Salary (in accordance with Juror's Allowance Regulations)
Local Authority and other Public duties	As required – teachers  Up to 208 hours per year – support staff  Unpaid leave may also be agreed	With Salary
School Governing Body duties	As necessary	With Salary
Service in non regular forces e.g. Territorial Army and adult instructor of cadets	Up to 2 weeks to attend summer camp  Up to 3 days for short periods of training N.B Other provisions apply in the event of an employee being called up for active service	With Salary  Without salary
<p>Note: Leave for Magisterial Duties, Local Authority and Public Duties and School Governing Body Duties is subject to agreement of the headteacher and governing body and will be dependant upon service requirements.</p>		

## **SECTION 8 Miscellaneous**

<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
Maternity Leave	Refer to maternity leave policy (copy available from Human Resources). Summary document issued to Schools, April 2003.	
Adoption Leave	Refer to adoption leave policy (copy available from Human Resources). Summary document issues to schools, April 2003	
Trade Union Leave	Refer to 'Guidelines for Managers Managing Trade Union Time Off' (copy attached)	
Time off for religious observance	Up to 3 days	
Interview/Assessment Centre	As may be approved  Note; no limit applies to paid time off for interviews/assessment centres for individuals subject to redeployment or redundancy procedures	With salary

## Miscellaneous (continued)

Reason for absence	Period of absence	With/without salary
Preparatory visit following appointment to above post	Maximum 1 day	With Salary
Work related examinations	1 day per ½ day exam	With salary
External lectures	As may be approved	With salary - 50% of all fees must be paid to the school  Without salary - all fees may be retained  Travel expenses cannot be claimed
Attending examination boards	As necessary	With salary
Attending graduation ceremony of oneself, or close family member	1 day	With salary



Wedding	1 day	<p>With salary if close family member</p> <p>Without salary if not close family member,</p> <p>Note; own wedding is not subject to leave of absence</p> <p>'close family member' is normally defined as partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive</p>
<b>Reason for absence</b>	<b>Period of absence</b>	<b>With/without salary</b>
House move	One day	With salary
National team events eg.Olympics	As may be approved	With salary
Holidays in term time for term time contracted staff	As may be approved	Without after governor approval
Other circumstances	As may be approved	With or without salary at the discretion of the Headteacher depending on the circumstances of each case
TOIL	As may be approved	<p>With salary</p> <ul style="list-style-type: none"> <li>• All requests will be considered on their own merit, however requests may not be granted if there is a valid business reason</li> <li>• TOIL—__ must be recorded on a timesheet and handed to the line manager for authorisation. Accrual</li> </ul>

		<p>of time cannot take place until the individual has secured permission from their line manager.</p> <ul style="list-style-type: none"> <li>• Additional hours must be worked between the hours of 8am and 8pm, Monday to Friday during term time (unless on an annual contract)</li> <li>• TOIL cannot be carried over into a new academic year</li> <li>• The individual may also be subject to disciplinary procedures if any false claims are found to have been made.</li> </ul>
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#### **For other events;**

- Teachers may be granted unpaid leave
- Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave
- Teachers and support staff who request time off for holidays during term time will be required to apply for this in writing to the governing body. If approved this will be unpaid absence and further absences will not be approved within a 12 month period
- Unauthorised absences will be monitored and reported to governors
- Carry over Annual leave for 52 week contracts – 5 days annual leave can be carried over for any one year.

**If an employee believes that they are not being fairly treated or leave has been refused unreasonably the issue should be raised in accordance with the grievance procedure.**

This policy will be reviewed in accordance with changes to legislation or terms and conditions, and its application will be monitored to ensure consistency and fair application.