

RON DEARING UTC



Leave of Absence Policy

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1.0 INTRODUCTION

- 1.1 The Governing Board recognises the need for Equal Opportunities and has adopted a Leave of Absence Policy in recognition of the domestic and family responsibilities of staff in academies.

2.0 ELIGIBILITY

- 2.1 The policy covers all staff in the academy.

3.0 CIRCUMSTANCES COVERED BY THE POLICY

- 3.1 The policy covers a wide range of circumstances as detailed in the attached Schedule.

4.0 LENGTH OF LEAVE

- 4.1 Leave of absence is available as follows:

a. Maternity Leave and Adoption Leave

- See separate policies

b. Other Leave

Staff are entitled to leave of absence in accordance with the attached schedule in any 12 month period (pro-rata for part-time employees) and subject to the maximum amount of paid leave (i.e. 5 days) in any one category not being exceeded.

In exceptional circumstances, any extension of paid leave of absence or unpaid leave of absence will be approved by the Principal in consultation with the Chair of the Governors.

In the case of Principals all leave taken under this policy normally should be formally cleared with the Chair of Governors.

5.0 NEW STAFF

- 5.1 New staff qualify for leave of absence, immediately on appointment, except where otherwise indicated on the Schedule. In the case of non-teaching staff 'claw back' arrangements do not apply to the policy. This means that when a member of staff leaves the academy neither leave entitlement nor pay will be deducted in respect of any leave taken.

6.0 NOTICE & REQUEST FOR LEAVE

- 6.1 Employees should give as much notice as is reasonably practicable in the given circumstance.

The reason for the request must be given in writing to the Principal. In some cases, it may be necessary to do this after the event, but any request for leave must have approval from the Principal.

7.0 PAYMENT FOR LEAVE OF ABSENCE

- 7.1 Payment during leave of absence will be based on the individual's basic rate of pay, that is, without bonus or overtime payments.
- 7.2 Where leave of absence is granted without pay it is expected that the money saved will be used to employ replacement staff.

8.0 MONITORING AND RECORDING

- 8.1 Principals are responsible for monitoring and recording all leave granted. Any abuse of the provisions of this Leave of Absence Policy should be dealt with under the Disciplinary Policy adopted by the academy.

9.0 REVIEW OF THE POLICY

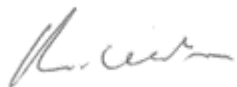
- 9.1 This policy will be reviewed after 12 months of its implementation.

Approved July 2017

Last reviewed 1st May 2024

Next review date: 1st May 2025

Signed:



Chair of Governors

LEAVE OF ABSENCE POLICY – SCHEDULE

CIRCUMSTANCES	WHO IS ELIGIBLE	PERIOD OF LEAVE ENTITLEMENT WITH PAY	DISCRETIONARY (in any one academic leave year)	AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY
<u>BEREAVEMENT LEAVE</u>				
In charge of funeral arrangements	All staff	up to 5 days up to 5 days up to 5 days up to 5 days up to 5 days up to 5 days up to 5 days	At the reasonable discretion of the Principal without Pay	
Close Relative				
Partners		up to 5 days		
Parents		up to 5 days		
Son/Daughter		up to 5 days		
Brother/Sister		up to 5 days		
Grandparents		up to 5 days		
Grandchildren		up to 5 days		
In Laws		up to 5 days		
Not in charge of funeral arrangements				
Close Relative	All staff			
Partners		5	At the reasonable discretion of the Principal without pay (e.g consideration of the location and distance involved).	
Parents		3		
Son/Daughter		3		
Brother/Sister		3		
Grandparents		2		
Grandchildren		2		
In Laws		2		
Funeral – other than near relative				
Cousins, nephews, nieces, uncles, aunts, great grandparents, great aunts, step relatives or close	All staff		At the reasonable discretion of the Principal without pay.	

friends or where appropriate as representative of a recognised trade union.

CIRCUMSTANCES	WHO IS ELIGIBLE	PERIOD OF LEAVE ENTITLEMENT WITH PAY	DISCRETIONARY (in any one academic leave year)	AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY
<u>COMPASSIONATE LEAVE</u> Acute Domestic Distress Leave in the event of acute domestic distress such as a serious fire in the employee's home, flood and burglary.	All Staff	Up to 5 days with pay	Up to 5 days without pay	
Illness of the Employee's Child or Children	All Staff	Up to 5 days with pay. Where the parent is the sole carer and there is more than one child the Principal has the discretion to extend the period with pay.	Up to 5 days without pay.	
Serious illness of a close relative or partner	All Staff	Up to 5 days with pay	Up to 5 days without pay	
Attendance at Medical Appointments with children or very close relative	All staff	Up to 3 days with pay	Up to 5 days without pay	
<u>MATERNITY SUPPORT LEAVE</u>				
Leave to attend the birth and/or support the mother afterwards. The provisions still apply in the event of the child not surviving. This leave is normally to be taken in one block, unless mutually acceptable alternative arrangements can be agreed by the employee and his/her Principal.	The partner, regardless of marital status or close relative (mother, sister, brother).	Up to 5 days with pay	Up to 5 days without pay.	

CIRCUMSTANCES	WHO IS ELIGIBLE	PERIOD OF LEAVE ENTITLEMENT WITH PAY	DISCRETIONARY (in any one academic leave year)	AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY
PERSONAL DEVELOPMENT				
Attendance as a candidate for an examination leading to a recognised qualification.	All staff	Time required to attend exams		
Interviews with other Local Authorities and Educational Bodies	All staff	As required		
Presentation of degree or other similar ceremony, (partner, son, daughter)	All staff	Up to 1 day with pay		
MISCELLANEOUS				
House Removal	All staff			Up to 1 day without pay
Wedding of near relative	All staff			Up to 1 day without pay
Religious festivals where required by religious faith	All staff	Up to 3 days with pay		
International Sport Selection/Officials	All staff	At the discretion of the Governing board	At the discretion of the Governing board	
Attendance at Governing board Meetings:-				
a) of own academy	All staff	granted with pay		
b) of other schools/academies	All staff			b) Without pay

CIRCUMSTANCES	WHO IS ELIGIBLE	PERIOD OF LEAVE ENTITLEMENT WITH PAY	DISCRETIONARY (in any one academic leave year)	AUTOMATIC LEAVE ENTITLEMENT WITHOUT PAY
OfSTED Inspection	All staff		Without pay	
Magisterial duties	All staff	At the discretion of the Governing board	At the discretion of the Governing board	
Jury Service	All staff	Without loss of earnings	At the discretion of the Governing board	
Court attendance/Inquests/Tribunals when summoned	All staff	Without loss of earnings		
Trade Union Duties – separate document				
Holidays with partner when partner is required to take holidays during term time.	All staff		If granted, exceptionally without pay	

NOTES:-

1. **Serious Illness** – means dangerous illness or sudden illness, the suddenness of which makes it necessary for the employee to make urgent and special arrangements for the care of the patient and/or his/her family.
2. **Child** – for the purpose of leave, is a child under the age 16, unless she/he has a physical or learning disability, in which case there is no age restriction.
3. **Illness of the employee's child** – means any physical incapacity, the result of disease or mishap, which prevents the child from attending school or his/her normal child care arrangements or, if the child is admitted to hospital, requires parental overnight stay or daytime visiting, or attendance for medical/dental appointments.
4. In exceptional circumstances, any extension of paid leave of absence will be approved by the Principal in consultation with the Chair of the Governors.