1. INTRODUCTION

This is the leave of absence policy to assist the Headteacher and Governing Body of Woolenwick Junior School and BLAST Club Manager in making decisions about requests for leave in accordance with legal, contractual and moral obligations.

This policy covers annual leave, family leave and miscellaneous leave.

The policy applies to:

- all employees of the school, including the Headteacher;
- Blast club staff
- staff employed in units or bases that are attached to a school

The procedure does not apply to:

- peripatetic staff who are centrally employed by the LA;
- school meals staff employed by Hertfordshire Catering or by an external contractors
- employees of external contractors and providers of services.(Such staff are covered by the relevant procedures of their employing body)
2. PURPOSE SCOPE & PRINCIPLES

- Annual leave and occupational sick leave will be in accordance with the relevant conditions of service for teachers and support staff.

- Other leave of absence will normally be on an unpaid basis, unless otherwise specified.

- The operational needs of the school will be paramount and, except in emergency circumstances, adequate notice of a request for leave of absence must be given.

- The responsibility for exercising discretion on behalf of the Governing Body is the Headteacher’s, in accordance with the professional duties defined in the School Teachers Pay and Conditions Document.

- Any dispute or grievance about a request for leave of absence or payment during leave of absence will be dealt with through the Schools Grievance Procedure.

- A principal purpose in setting out this Policy is to ensure that requests are dealt with fairly and consistently.

3 ANNUAL LEAVE ENTITLEMENT FOR EMPLOYEES COVERED BY LOCAL GOVERNMENT TERMS AND CONDITIONS

For support staff that have a contract for 52 weeks per year, the leave entitlement is dependent on grade and continuous Local Government service. See Appendix 1. This leave will normally be taken during the school holidays and must be agreed with the Headteacher or nominated person in reasonable time, prior to the leave being taken. Only in exceptional circumstances and with the express consent of the Headteacher, can leave be taken at other times. Support staff may carry forward up to 5 days to the next annual leave year, provided this is done with the Headteacher's consent and leave is taken prior to 31st May.

Staff will not be permitted to take leave during the term unless express consent from the Headteacher has been given. If leave is granted, this will be unpaid for term-time only staff.

4 TEACHERS’ WORKING TIME

A Teacher employed full-time must be available for work for 195 days in any school year. 190 of those days must be days of which he/she may be required to teach pupils and perform other duties and 5 days must be days on which he/she may only be required to perform other duties. The same applies for a Teacher employed part-time, except the number of hours he/she must be available for work must be a proportion of full-time hours.

In addition to the hours a teacher is required to be available for work, he/she must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties.
These provisions do not apply to deputy head teachers, assistant head teachers, advanced skills teachers or teachers in receipt of an acting-up allowance for carrying out the duties of a head teacher, deputy head teacher or assistant head teacher.

5 SPECIAL OCCASIONAL LEAVE OF ABSENCE

As it is not possible to set out procedures for every possible reason why special leave of absence may be required, the Governing Body have agreed that the head teacher and the deputy head teacher have the final decision at their discretion on any case that may arise which is not already specifically covered by this policy document. The School's policy as agreed by the Governing Body is:

5.1 Time off for a sick child

Any absence should be unpaid except in exceptional circumstances e.g. hospitalisation.

5.2 Compassionate, Emergency or Exceptional Leave

Staff will normally be granted up to 5 days paid leave in compassionate, emergency or exceptional circumstances, such as the death or serious illness of a close relative or equivalent. The leave is to deal with the immediate issues and to sort out long term arrangements if necessary. In some cases a longer period of absence may be approved on an unpaid basis.

5.3 Other personal reasons

Exceptionally, there may be other personal reasons for requesting leave of absence. Examples might be attendance at a child's graduation ceremony or "once in a lifetime" visit to relatives overseas. Such leave, where granted, will normally be unpaid and subject to adequate notice so that replacement staff can be employed if necessary.

5.4 Extended leave of absence

Requests for longer periods of leave will be considered on an unpaid basis, for example, in the case of a lengthy period of caring for a chronically sick, disabled, or terminally ill, dependent relative. Extended leave can be for up to a year's duration. Sufficient notice that allows the appointment of a replacement should be given wherever possible.

5.6 Moving house

Up to 2 days paid leave will be granted.

5.7 Service with Auxiliary Forces

Volunteer members of UK Armed Forces are allowed two weeks paid leave to attend an annual summer camp. Teaching staff are only granted paid leave if the force's unit cannot arrange exercises during holiday periods.

5.8 Mobilisation
When reservists are needed to fulfil their part of the UK’s defence strategy, they are ‘mobilised’ or ‘called out’ into full time service with the regular forces or military operations. While the reservist is mobilised the school does not have to continue to pay them, the Ministry of Defence (MOD) will pay their salary. For further information on mobilisation, please refer to the SaBRE (Supporting Britain’s Reservists and Employers) website: www.sabre.mod.uk

5.9 Carry over of annual leave

The School expects employees who are covered by Local Government terms and conditions of employment to take their full entitlement of leave in each leave year, which runs from April to March. Where this is not possible, with the knowledge of and by arrangement with the Headteacher, employees may carry forward 5 days to the next annual leave year, provided this is taken prior to 31 May.

5.10 Religious Festivals

Where staff can show that they are bona fide adherents of any organised religion and that they require leave for the purpose of an official holy day, the Governing Body will allow up to 2 days paid leave. Staff taking such leave are asked to make up this time at a later date.

5.11 Sporting Events

Up to 18 days paid leave per year may be granted for staff who represent their country in recognised sporting events.

5.12 Attendance at Court Proceedings

5.12.1 Jury Service

Staff required to attend for jury service should arrange for the loss of earnings certificate to be forwarded to the school’s payroll team. The certificate will be returned to the member of staff completed to show to what extent the salary will be stopped during their absence. The amount will then be claimed from the court.

5.12.2 Witness summonses and subpoenas

Staff subject to a witness summons or subpoena should be allowed paid time off work to attend court.

5.13 Public Duties

School employees may be granted up to 18 days per annum paid leave to carry out the duties of the office of Leader, Mayor, JP or Chairman of Local Authorities. For employees who are School or College Governors, up to 3 days per annum will be paid. In addition to this, unpaid leave can be granted for employees carrying out public duties.

5.14 Study/Examination Leave
For employees who are sitting examinations relevant to their current post or career, providing the employer is paying the fees, half a day study per examination plus half a day per examination will be paid.

5.15 GCSE Duties & Activities

For Teachers who are engaged in activities for examining groups, please refer to appendix II of the Burgundy Book, Memorandum of Agreement for the Release of Teachers.

5.16 Time off for Trade Union duties

The school recognises the legal requirement for employers to allow reasonable time off work for the school’s elected representatives of recognised trade unions to carry out their duties. Duties that warrant time off with pay include:

- consultation on terms and conditions of employment or the physical conditions of work;
- consultation on recruitment and selection policies, redundancy and dismissal arrangements;
- meetings with school management or LEA officers on matters of joint concern;
- representing a union member at grievance, capability or disciplinary interview;
- attendance at relevant training courses organised by the trade union.

The County Council has a separate agreement with Trade Unions and Professional Associations to provide paid time off for their county representatives. The nominated county representatives are allowed time off each week to carry out their duties and the school is reimbursed from a council budget.

5.17 Bad weather conditions

There may be circumstances when the employee is unable to attend work due to bad weather, but the school remains open as usual. All reasonable effort should be made to attend work. Alternative arrangements may be agreed with the Headteacher, e.g. working from home or at a different location. Where this is not possible, non-attendance will normally be treated as unpaid leave, but exceptional circumstances may warrant paid leave.

5.18 Time off for medical appointments (employee and dependents)

- If an appointment has been received from a health provider, where it’s not possible to change the appointment to a time outside of the employees working hours, paid time off will be granted.
- If the employee has made an appointment for themselves to see a health provider, and it's in their working hours, then time off will be unpaid

The final decision on the above is at the discretion of the Headteacher and you may be asked to provide the letter detailing your appointment. Please also be aware that anyone
who has a registered disability is entitled to use up to '5 days paid disability leave' to cover any medical appointments made in school time.

6 MATERNITY, PATERNITY, ADOPTION, CARERS LEAVE & ANTENATAL CARE

There are specific entitlements for maternity, paternity, adoption, carer’s leave and antenatal care contained in the Carers Guide for Schools, a copy of which can be obtained from the school office.

7 INTERVIEWS

The Governing Body recognises the increasing tendency for prospective employers to require interviewees to attend for more than one day, especially for school management posts. There is also a growing tendency to expect prospective candidates to undertake a preliminary visit before the formal interviews.

In order to maintain a fair balance between the operational needs of the school and to minimise the burden on other staff, and to be fair to employees who will be seeking to further their career, the Governing Body will grant leave of absence for interviews as follows:

a) The Headteacher is empowered to approve up to a maximum of 6 days paid leave of absence for interviews, to cover both formal and informal stages of the process, during any one academic year.

b) Further leave of absence for this purpose will normally be agreed and will be on an unpaid basis.

c) For support staff any days beyond the initial 6 days could be made up during holiday periods, instead of being on an unpaid basis, provided that their work can be carried out during holiday time.

8 UNAUTHORISED ABSENCE

If an employee takes leave of absence without the prior consent of the Headteacher this may warrant an investigation under the School’s Disciplinary procedure.
HOLIDAY ENTITLEMENTS FOR LOCAL GOVERNMENT EMPLOYEES

The leave year runs from the 1 April to the following 31 March. For school based staff working 52 weeks per year leave will normally be taken during the school holidays. Only in exceptional circumstances and with the express consent of the Headteacher can leave be taken at other times or carried forward to the next leave year.

Annual leave is in accordance with the following table (inclusive of 2 extra statutory days).

<table>
<thead>
<tr>
<th></th>
<th>Less than 5 Years</th>
<th>5 to 10 Years</th>
<th>10 or more Years</th>
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<td>H6 to H7</td>
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<td>H8 to M1</td>
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<td>Above M1-PM3</td>
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<td>30</td>
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In addition to the eight public holidays an extra concessionary day will be given around the Christmas period. This will usually be the last working day before Christmas or the first working day after Christmas.

(1) Minimum entitlement of 28 days in accordance with Working Time Regulations, Inclusive of Bank Holidays.

(2) For staff employed on a casual basis, the minimum entitlement of 28 days is reflected in a higher rate of pay

Staff engaged on a term time only basis will not be permitted to take leave at any other time except during school holiday periods unless express consent from the Headteacher has been given.
<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Legal Requirement</th>
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<th>Unpaid</th>
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<td>✓</td>
<td>5.18</td>
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<td>Interviews within HCC or another Local Authority</td>
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</table>
Support Staff Inset

Support staff asked to come in for inset

Available

- **Paid**
  - Decision made by Head/Deputy
  - Head/Teamleader
  - Added to time sheet

Unavailable

- **Time off in lieu**
  - Decision made by Head/Deputy
  - Head/Teamleader
  - Follow time off in lieu guidance

- BLAST staff would be paid if asked to come in for inset day
Staff Reporting an Unplanned Absence

Staff must report any unplanned personal absence as quickly as possible on the first day of any absence to the Head teacher or TA Team leader.

Subsequent days
Head/TA Team Leader to be informed by 8am if not coming into work that day

If over 5 days medical certificate needs to be sent to office and Head/TA team leader informed ASAP

Head/TA team leader lets relevant teaching staff and office know
Support Staff time off during the school day for medical appointments for employee or dependent

Request made by member of staff to Headteacher or Deputy Head only to attend a medical appointment

Head/Deputy Head considers reasonableness and if appropriate the amount of prior notice given

Agreed
Member of staff liaises with team leader to arrange any necessary cover

If appointment from a health provider, where not possible to change appointment to a time outside of working hours, time off up to one day paid.

Not agreed
Proposed absence must not be taken. If it is taken disciplinary action commenced

If the employee has made an appointment for themselves to see a health provider, and it’s in their working hours, then time off will be unpaid.
Support staff request for time off in lieu
Must be mutually agreed by school and member of staff

Having completed additional hours a member of staff requests time off in lieu

Time off in lieu must be taken within the half term by prior agreement with Headteacher, Deputy Head or TA team leader

If in exceptional circumstances time off in lieu cannot be taken within a half term, the Chair of Resources (Governor) will be asked to authorise a carry forward.

A maximum of 2 consecutive days only may be taken, unless approved by the Chair of Resources

Agreed by HT/DH TA team leader
Complete form and submit to school office. Must be signed by the member of staff and either the HT/DH or TA team leader

Not agreed by HT/DH TA team leader
Another date will need to be agreed or may be changed at the discretion of Head/ Deputy to additional paid hours

N.B. A maximum of 2 days if they are owed may be used by the member of staff if they have to take unplanned time off sick in which case leave will be paid for the hours owed.
Request for Holiday during term time

(In normal circumstances this is not permitted and will not be approved. Does not apply to time off in lieu. Highly recommended to start this process prior to booking and at least one term before next Resources Committee meeting who meet once every half term)

Request in writing to be submitted to Head with full details of why the circumstances in this case are exceptional

Head to decide if the holiday request warrants consideration by Resources Committee

Request rejected by Head

Not Granted
If holiday taken disciplinary action will be commenced

N.B.
- Blast staff will make this request to the Club Manager who will make the final decision
- The written holiday request must be placed on the employee's personnel file and signed as either authorised or rejected by the Head or in the case of BLAST staff by the Club Manager.

Request submitted by Head to Resources Committee (Non Staff Governors only)

Granted
Holiday to be taken as unpaid leave
Request for any holiday – Site Manager

All requests for holiday must be submitted at least 1 month before the holiday is taken. Highly recommended this process is started prior to booking a holiday.

**Request in writing to be submitted to line manager, with dates included.**

Line manager to consider the holiday and impact on the day-to-day running of the school.

- **Request rejected by line manager. Site manager may appeal to the governors.**
- **Request agreed. Site manager must inform office manager of absence.**

**Not Granted**
If holiday taken disciplinary action will be commenced

**Granted**
Holiday taken and deducted from 27 days annual leave

N.B.
The written holiday request must be placed on the employee’s personnel file and signed as either authorised or rejected by the line manager
**Procedure for Support Staff covering classes**

(Applies to support staff paid on H grades 1-4)

Staff asked to cover in class for a complete session

- If as a pair no additional pay
- Less than 1 session no additional pay

If taking responsibility
Individually with only the normal classroom support paid @ H5

Fill in timesheet (signed by team leader)

Give timesheet to office

Timesheet will be sent to payroll during first week of month

A Complete session is:
- 8.50 – 10.20
- 10.40 – 12.00
- 1.00 – 3.15