



HR: STAFF TIME OFF WORK POLICY

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Applicable to:	All Trust Schools
Reviewed By:	SP
Approved By:	

Comments:

This document has been reviewed in line with the Trust's policy to do so every three years. Very few changes have been made from the previous version. The document has been approved by external HR consultants.

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1. Policy Statement

1.1 This procedure applies to staff employed by The Partnership Trust and sets out employees' entitlements and obligations with regard to special leave. Sickness, trade union duties, maternity, paternity, adoption and parental leave are covered in other documents.

1.2 The normal expectation is that employees will make personal arrangements outside normal school/working hours in order to minimise the impact on the effective running of the school. However, the school recognises that this may not always be possible and therefore wishes to support employees in those circumstances, whilst taking into account the needs of the school.

1.3 The designated senior member of staff has delegated responsibility for granting special leave as outlined in this document. In the case of the Headteacher requesting special leave, the request will be directed to the Trust CEO.

1.4 If leave is required for a reason not contained within this document the request will be referred to the Board of Governors for consideration. In addition, the designated senior member of staff will provide the governing body with regular reports on the granting of special leave under this document, but without identifying any individuals.

1.5 Time off may be granted with or without pay and salary will be deducted for periods of unpaid leave. Authorised leave of absence (paid or unpaid) does not break continuity of employment. However, unpaid leave of absence does not count towards reckonable service for pension purposes. Should you wish to pay an additional pension contribution (APC) inform the Trust payroll department, as soon possible.

1.6 Unauthorised leave of absence will be dealt with in accordance with the disciplinary procedure and salary may be deducted following written notification from the designated senior member of staff to the employee.

1.7 This policy will be reviewed regularly and may change subject to the needs of the school and the demands on the school budget.

2. The procedure for time off

2.1 Except in an emergency, applications must be submitted in writing as far in advance as possible. The application for time off should be submitted, in the first instance, to the designated senior member of staff.

2.2 If time off is required in order to deal with an unexpected emergency involving a dependant, the employee must notify the designated senior member of staff as soon as practicable, giving the reason for their absence and how long they expect to be absent from work in order to deal with the emergency.

2.3 For requests where there are no statutory obligations (see 'statutory time off' below, A written request should be made to the Local Governing Body who will consider the request, the nature of the request, the employee's eligibility and the needs of the school. The Chair

of the Local Governing Body will notify the employee in writing as soon as possible of their decision.

2.4 Employees have the right of appeal to the appeal committee of the governing body. The appeal committee's decision, which will be provided in writing to the employee (normally within five working days), will be final.

Statutory time off

3.1. Time off for dependants

3.1.1. All employees are entitled to take a reasonable amount of unpaid time off during working hours in order to take necessary action:

- a) to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- b) to make arrangements for the provision of care for an ill or injured dependant;
- c) in consequence of the death of a dependant;
- d) because of the unexpected disruption or termination of arrangements for the care of a dependant;
- e) to deal with an incident that involves their child and occurs unexpectedly while the child is at another educational establishment.

3.1.2 The employee must inform the employer of the reason for their absence and how long they expect to be absent as soon as is reasonably practicable. Time off work under this provision is envisaged as being no more than one or two days in most cases and is at the discretion of the Headteacher (or line manager for central Trust staff).

3.1.3 A dependant is:

- a spouse;
- a civil partner;
- a child;
- a parent
- a person who lives with the employee other than as their employee, tenant, lodger or boarder;
- any other person who would reasonably rely on the employee for assistance if they fell ill or were injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or
- in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the employee to make arrangements for the provision of care.

3.2 Public duties

3.2.1. The Trust wishes to enable employees to perform any public duties that they may be committed to undertake and so will give them time off to do so where it does not conflict with the operational needs of our Schools.

The employee will not be required to make up for any such time off by working additional hours at another time.

3.2.2. Employees should provide written notification, as far in advance as possible, to the designated senior member of staff of any dates on which they wish to take time off work for public duties, stating the expected length of absence.

3.2.3 Time off for public duties will normally be unpaid. However, at the discretion of the designated senior member of staff, an employee may continue to be paid at their normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the duties performed which the employee must declare.

3.2.4 Examples of public duties for which leave may be paid include: magistrate/JP, service with Territorial Army, meetings of other public bodies, e.g. school governor; local councillor, member of a statutory body, candidate in local government elections. This is not an exhaustive list.

Other requests for time off

Absences during the school term time and school day must be kept to a minimum to avoid a detrimental effect on the education of pupils. Therefore, requests from any member of staff for absence to be taken during term time must be regarded as the exception. The designated senior member of staff, in consultation with the governing body where necessary, may approve paid special leave in certain circumstances. The following is a list of examples but each case will be judged on its merits and the circumstances surrounding the request. A combination of paid/unpaid leave may be appropriate in some instances.

3.3.1 Holidays

Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will not normally be granted.

3.3.2 Dental/medical appointments

Appointments in work time should be kept to a minimum and cause as little disruption as possible. It is expected that dental and medical appointments will be made out of school hours with the exception of time for emergency and hospital appointments which will be paid time.

3.3.3 Interviews

Reasonable time off with pay will be given to attend interviews. Written evidence of details of the interview should be provided to the designated senior member of staff.

3.3.4 Study and examination leave

Time off with pay will be given to take relevant professional/other examinations as part of an approved course of study. Revision leave may also be granted prior to such examinations based on one day per examination, up to a maximum of three days per school year.

3.3.5 Other professional reasons

Teachers may be involved in the activities of examining bodies requiring their release from work for several days per year. Time off with pay will be granted wherever possible, having regard to the needs of the school

3.3.6 Bereavement

Up to five days (including funeral) with pay will be given following the death of a close relative, having regard to individual circumstances. A close relative is a partner, parent, partner's parent, sibling or child. One day will be given without pay to attend the funeral of any other relative or non-relative.

3.3.7 Other private/family business

Up to two paid and/or unpaid leave may be granted, at the discretion of the Headteacher (or line manager for central Trust staff), for pressing and important reasons not covered by 'statutory time off', such as domestic emergencies and other events that cause serious personal disruption or distress to the employee or a member of their immediate family.

3.3.8 Weddings

One day with pay may be granted in order to attend the wedding of a parent, brother/sister or child. If an employee has annual leave which can be taken at this time, they will be expected to book annual leave.

3.3.9 Moving House

One day without pay will be given in order to move house.

3.3.10 Graduation

One day with pay will be given to allow the employee to attend their graduation (or similar ceremony), or that of their partner or child.

3.3.11 Religious Ceremonies

Up to two paid days per school year will be granted to attend religious ceremonies of major significance in the particular faith.

3.3.12 'Once in a Lifetime'

Employees may request unpaid leave to experience a 'once in a lifetime opportunity' such as a foreign travel or special family celebration. This request can only be granted to an employee on one occasion. A written request should be made to the Local Governing Body who will consider the request, the nature of the request, the employee's eligibility and the needs of the school. The Chair of the Local Governing Body will notify the employee in writing as soon as possible of their decision.

3.3.13 Jury Service

You should tell your line manager as soon as you are summoned for jury service and provide a copy of your summons if requested.

Depending on the demands of the school at that time we may request that you apply to be excused from or defer your jury service.

We are not required by law to pay you while you are absent on jury service. You will be advised at court of the expenses and loss of earnings that you can claim.

4. Unauthorised absence (or AWOL)

If an employee is absent from work and gives no reason for their absence or does not make contact, the school or Trust will try to contact the absent employee as soon as possible using any emergency contact information they have. If contact cannot be made, and the employee cannot provide a good reason for their absence, the absence will be discussed with the employee on their return to work and the Trust/school may consider further investigations for possible formal or disciplinary action.

5. Salary

We shall be entitled to deduct from your salary or other payments due to you, any money which you may owe to the Company at any time.

6. Right of Appeal

Employees have the right of appeal to the appeal committee of the governing body. The appeal committee's decision, which will be provided in writing to the employee (normally within five working days), will be final.

7. Links to other policies

- Sabbatical Leave Policy