

## **Policy and Guidance for Special Leave**

### **General Principles**

Bohunt Education Trust acknowledges that there will be occasions when employees will need to request leave for domestic and personal matters, or are required to be absent from duty for essential civil and public duties. The purpose of this policy is to clarify the conditions and approach under which leave of absence may be requested and taken, to ensure a fair and consistent approach to requests for leave of absence and to establish clear guidelines. The Trust will act within the law at all times when complying with statutory entitlements to leave of absence. This policy applies to all staff employed by the Trust.

Any leave of absence taken by school employees causes disruption to learning, requires additional organisation and incurs additional cost. Whilst the Trust understands and accepts that certain circumstances mean it is necessary to request leave, employees are asked to note that they have a contractual obligation to work during the school term. Employees are therefore requested to be mindful of this obligation, and as far as reasonably practicable should minimise the need to request leave. Where practical, requests for leave should be made on the attached "Requests for Special Leave" form.

When considering requests, the Head of School will consider both the individual circumstances of the employee and the impact of the absence on the pupils and the school. It should be clear to employees that previous decisions will not set a precedent for future decisions and that all requests will be considered sensitively and confidentially. Whilst every effort will be made to accommodate requests where possible, employees should note that there may be occasions where the Head of School will not be able to agree the leave and the request will be declined. Any appeal against a declined decision would be considered under the Trust's grievance procedure. Leave of absence may be paid or unpaid, and will be indicated on the return of the 'Request for Special Leave' form.

<b>Activity/Occasion</b>	<b>Paid/Unpaid</b>	<b>Maximum number of days in any Academic Year (pro-rata for part-time staff)</b>	<b>Notes</b>
Death/Serious illness of close relative, i.e Husband, Wife, Partner, Child, Parent, or, in special circumstances, other near relative	Paid	Up to 5	+ 5 additional under exceptional circumstances
Funeral of close relative including sibling, Grandparent, grandchild or in special circumstances other near relative	Paid	1	
Illness of child/dependant (A dependant could be a spouse, partner, child, parent, or someone who depends on an employee for care).	Paid (first day only)	To a maximum of 2 days for separate illnesses	Leave only granted on the understanding that the other parent/carer is ill or otherwise unavailable and alternative arrangements cannot be made at short notice
Subsequent days of illness of child/dependant	Unpaid	Up to 4	
Child/carer related medical appointments/reviews	Paid	Up to 3	Appointments should be made to ensure a minimum period of absence. Appointment letters may be required
Own medical appointments	Discretionary	As appropriate	See Sickness Absence policy for criteria. Appointments should be made wherever possible out of working hours.
Compulsory court attendance	Paid, less any loss of earnings paid to an employee by a third party	All required	In situations when have no option but to attend
Interviews	Paid	Up to 5	
Examinations	Paid	As appropriate	If approved by Head teacher for purposes of professional development
Graduations of children, investiture and similar events	Paid	1	
Moving house	Paid	1	

Statutory Parental Leave	Unpaid	18 weeks in total for each child under 18, to a maximum of 4 per child per calendar year. Taken in blocks of a week or multiples of weeks	Need to have completed one year's service. At least 21 days' written notice required.  <u>Note</u> This is not the same as Shared Parental Leave – see separate policy.
Sport and cultural activities at an advanced amateur level and where the employee's participation will be of benefit to the school	Paid	All reasonable	If any injury or incapacity occurs as a result of these activities, the individual will be expected to seek damages where possible and if damages are received in respect of loss of pay from a third party claim they will be required to refund to the Trust any sick pay paid to them in relation to the incident.
Trade Union Duties	Paid	All reasonable	Typical duties include collective bargaining, TUPE negotiations, redundancy consultation, representation at grievance and disciplinary hearings, fulfilling role of Union Learning representatives
School Governor duties	Unpaid	All reasonable	
Religious Days of obligation	Discretionary	All reasonable	
Serious domestic emergency (eg burst pipes, burglary)	Paid	2 days over separate occasions	
Service on Examination Board	Discretionary	10 days Chief Examiner 5 Days Assistant Examiners and	
Training for member of Volunteer Reserve Forces	Unpaid	Up to 5 days for training	
Inability to attend work due to adverse weather conditions	Paid		Paid provided that reasonable attempts have been made to get to work
Other request not covered by the above but Head Teacher is satisfied as to the justification of the request.	Discretionary	Up to 5	

## REQUEST FOR SPECIAL LEAVE

Name	
Reason for Request	
Dates requested	
Employee Signature	
Date	
Approved or Not Approved	
Paid or Unpaid	
Approver Name and Signature	
Date	

Please pass a copy of this form to Cover and keep one for your records