

This version takes account of parental leave policy from Hoople, Statutory adoption leave AND paternity leave guides from Gov.uk; Covid -19 statutory sickpay guide from Gov.uk

Special Paid and Unpaid Leave Policy



Approved by:	Board of Directors	December 2021
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Signed by:	Chair of Directors	December 2021
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Written by:	Jayne Conway, Deputy Head
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Updated November 2021

Special Paid and Unpaid Leave of Absence Policy

This policy should be read in conjunction with all statutory leave guidance from Herefordshire Local Authority (Hoople), and/or GOV.UK for greater exemplification if needed.

Special Leave of Absence is at the discretion of the Headteacher. The Chair of Directors may grant leave of absence where a Headteacher seeks discretionary leave. Each request will be considered, taking into account the needs of the school. The costs associated with Special Leave of Absence must be met within the school budget and must therefore be considered when determining whether requests for Special Leave of Absence will be paid or unpaid.

Paid leave will not normally be granted to deal with predictable domestic arrangements unless specified within this policy.

All requests for absence should be submitted on the Request for Absence form in advance whenever possible. Requests should be countersigned by the Line Manager, then submitted so that they can be checked and considered against the school diary; the absence will be agreed as paid or unpaid and then recorded on SIMS and the member of staff informed.

Working from Home - this normally* must be agreed **in advance** with the line manager on a green Request for Absence form and is arranged at the school's convenience. A maximum of 5 days paid per year will be authorised. * See also Covid -19 arrangements.

Family Bereavement - In the event of the death of a spouse or partner living with the member of staff, child (including step, adopted or fostered children), parent/step parent, sibling/step sibling, parents/step parents in law or very close friend/family member, the Headteacher may grant up to 5 working days leave with salary. It is acknowledged that such bereavements may affect employees in various ways and that these 5 days are mainly for dealing with making funeral arrangements and not to deal with the emotional aspects of the death. There is discretion to grant additional days in exceptional circumstances and these may be paid or unpaid.

Major or terminal illness - In the case of major recoverable illness or terminal illness of spouse or partner living with the member of staff, child (including step, adopted or fostered children), parent/step parent, sibling/step sibling, parents/step parents in law or very close friend/family member living with member of staff, up to 10 working days paid leave in any one year may be granted at the discretion of the Headteacher. This may be subject to the production of suitable medical evidence.

Medical appointments - All members of staff may be granted paid leave for personal attendance at medical boards; attendance at hospital; attendance for treatment or consultation with specialists if the appointment relates to recuperation, ongoing conditions or emergencies. Paid leave may also be granted in the event that the member of staff is required to accompany a husband, wife or partner living with the member of staff; child including step, adopted or fostered children; or parent to hospital. If there is medical need and a GP certificate is produced, the treatment is not elective and therefore not discretionary.

Hospital/Dental/Doctors' Appointments - It is recognised that there may be occasion to attend medical appointments during work hours, such as to support the recovery from ill-health, to receive

a programme of treatment for an ongoing condition or disability, to undergo screening, or to seek emergency medical/dental treatment.

Routine dental or doctors' appointments - Staff should try to negotiate appointment times that have the minimum disruption to the working day. Every effort should be made to negotiate appointments outside the normal working day. In the event that an appointment cannot be made outside normal working hours*, these appointments may be authorised, but will not normally be paid. * See Covid -19 arrangements.

Appointments for ante-natal and post-natal care will be paid.

In cases where it is known that a programme of treatment will be required over a period of time, this should be discussed between the member of staff and their Headteacher to identify the frequency and duration of the treatment and any other factors that may be associated with the treatment or appointment arrangements. This should assist the Headteacher in being able to plan for foreseen absences and arrange cover if necessary, therefore increasing the likelihood of time off being granted, and possibly supporting the member of staff to improve their health and attendance at work in the long-term. Support and advice may be sought from Occupational Health in these cases.

Hospital visits - If a person cannot be visited outside working hours, paid leave may be granted for visiting a husband, wife or partner living with the member of staff; child including step, adopted or fostered children; parent; or any other relative living with the member of staff seriously ill in hospital or attendance on a close relative seriously ill, in the absence of other available help. Up to 10 working days paid leave in any one year may be granted at the discretion of the Headteacher. This may be subject to the production of suitable medical evidence.

Jury Service or Police Witness - Employees will be granted leave with pay when called for Jury Service or as Police Witnesses. Employees will be required to claim the appropriate loss of earnings allowance as an amount equivalent to this allowance will be deducted from their salary, whether claimed or not. Staff about to commence Jury Service should consult their Headteacher who will sign the certificate of loss of earnings provided by the Clerk of the Court.

Parental Leave - Working parents – mothers and fathers – have a statutory right to take up to 18 weeks of unpaid parental leave for each qualifying child up to the age of 5 years or 18 years if they are disabled or adopted.

Parental leave is to be taken for the purpose of caring for the child, for example to:

- accompany a child during a stay in hospital
- assess new schools
- help a child settle in to new child care arrangements

Parental leave may be taken in blocks of one, or more than one, contractual working weeks. The head teacher will always consider whether the requested parental leave would cause undue disruption to the school, and reserves the right to postpone the leave start date for up to 6 months. An employee may not normally take more than four weeks parental leave per year.

Paternity Leave - If your partner is having a baby, adopting a child or having a baby through a surrogacy arrangement you can choose to take 1 or 2 weeks' paid paternity leave. You get the same amount of leave if your partner has a multiple birth (such as twins) and you should usually take your leave in one block; if you wish to split the time then this should be discussed with the head teacher.

You can also take unpaid leave to accompany the mother of your unborn child to 2 antenatal appointments.

Adoption Leave - Employees can take up to 52 weeks' Statutory Adoption Leave. The first 26 weeks is known as 'Ordinary Adoption Leave', the last 26 weeks as 'Additional Adoption Leave'. Leave can start:

- on the date the child starts living with the employee or up to 14 days before the expected placement date (UK adoptions)
- when an employee has been matched with a child to be placed with them by a UK adoption agency.

Within 7 days of being matched with a child, employees must inform the Head teacher, preferably in writing:

- how much leave they want
- their leave start date
- the 'date of placement' - the expected or actual date the child is placed with them

Other Special Leave - Paid

An employee will normally be granted paid leave in special circumstances as follows:

- Moving house - 1 day
- Attendance at a funeral - 1 day
- Wedding of a near relative – 2 days
- Sick child or other close relative – normally a maximum of 3 days annually paid
- School closure of dependant child – normally a maximum of 3 days annually paid
- Graduation of a near relative - 1 day
- Time off for members of staff appointed to governing bodies of schools other than the school at which they are employed – normally a maximum of 3 days annually paid
- Emergency incidents involving dependant children or close relatives
- Home emergency – e.g. burglary, fire or flooding – as necessary and at the Headteacher's discretion.

We would expect work to be set for classes wherever possible if teachers feel able to do so.

Routine dental or doctors' appointments – If within normal working hours, these will normally be unpaid. However, it is appreciated that post pandemic appointment times and dates may be more limited than usual and this may be taken in to account.

Any other leave circumstances

All requests will be considered carefully by the Head Teacher who has discretion to agree both paid and unpaid leave as necessary, depending on the circumstances.

Appendix A Staff Leave of Absence Request

LEAVE OF ABSENCE REQUEST

Routine medical and dental appointments should be made for out of work hours; if in school hours, they will be unpaid.

Name _____

Date of absence required _____

Reason _____

Absence will last

All day

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Morning - specify time

Afternoon - specify time

Other (please specify)

If absence is for a trip, are there any special arrangements for classes (i.e. can groups be collapsed?)

Time to be worked in lieu? Yes / No Please give details of when time was /will be accrued

I understand that any leave of absence not for school business could be unpaid.

Signed

Date

Date checked and cleared

Line Manager ↓

Granted as paid / unpaid

SLG ↓

Absence covered / in diary / SIMS

JEC ↓

Payroll authorisation

NE ↓

Personal File

Leave Policy 2021 – all staff

The Leave Policy has been updated and agreed by the Directors for 2021. We will be considering any future requests for absence very carefully and would expect to follow this policy as agreed by the Directors.

There is still a contingency for special absence to be at the Head Teacher's discretion, but *routine* medical appointments (e.g. doctor or dentist) or non-urgent issues will be unpaid.

We have to report on absence to the Local Authority and Directors for every member of staff and will take into account the number of previous absences during the academic year. If you have any questions or concerns, please see the Head Teacher directly.

Appendix B**Special Paid or Unpaid Leave of Absence - summary**

LEAVE EVENT	MAXIMUM AMOUNT OF TIME PER YEAR	PAID/ UNPAID
Working from home	5 days	Paid
Wedding of near relative	2 days	Paid
Moving house	1 day	Paid
Attendance at funeral	As necessary	Paid

Family bereavement	5 days	Paid
Major/terminal illness of family member	10 days	Paid
Emergency hospital/emergency doctor/emergency dental appointments	As necessary	Paid
Routine doctor/dental appointments	As needed	Unpaid
Hospital - visiting a patient	As necessary	Paid
Arranging care for sick child/close relative	3 days	Paid
School closure of dependant child	3 days	Paid
To perform/participate or to watch child perform/participate in national or international event	1 day	Paid
To watch child in end of year event, eg sports day, nativity play	6 hours	Paid
To accompany child to college/university interviews	1 day per child	Paid
Attendance at formal ceremonies of self or near relative eg degree	1 day, though amount is at the discretion of Headteacher	Paid
Participation in International/National/County level in sport, drama, etc.,	1 day, though amount is at the discretion of Headteacher	paid
Attendance at new school prior to job start	1 day	Paid
For governing body duties at school other than which they are employed	As necessary – normally 3 days paid	Paid
Undertake a holiday to which the employee has been committed prior to appointment and which was made known at appointment	As agreed	Unpaid

Emergency incidents involving dependant relatives or children	As necessary	Paid
Home emergency – eg fire/flood/ burglary	As necessary - time dependent on severity of incident	Paid
Paternity Leave	2 weeks, to be taken at the discretion of Head teacher	Paid
Parental leave – working parents	13 weeks over first 5 years of child's life/18 years if child has disability.	Unpaid
Holidays during term breaks already booked before Government advice re travel corridor is changed should be discussed with staff, due to 14 day self-isolation requirement.	Staff will be permitted to work from home paid in full in this instance under guidance from Headteacher /ABM	Paid

29th November 2021