



Hunnyhill Primary School

Date of Review	27 th February 2018
Next Review Due	February 2020
Staff Responsibility	SBM/Headteacher
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

Leave of Absence Policy

Staff are reminded that they are employed by a school and have holiday periods that are generally in excess of those of other employees within other industries.

It is expected that staff will consider this fact when making their arrangements and leave during term time may only be granted under the following circumstances, however, this should be considered a privilege not an entitlement.

(a)	Compassionate Leave With Pay	
	(i)	Death – up to five days’ leave with pay on the death of a partner, son or daughter, father or mother, brother or sister.
	(ii)	List above applies also to in-laws.
	(iii)	Sickness – up to five days’ leave with pay in any 12 month period in the case of sickness of the relatives referred to in (i) above who are living with the employee or living alone. As a general guide such leave should only be granted in an emergency, ie where the illness occurs suddenly, cannot be predicted or planned for and requires prompt attention.
	(iv)	Death – up to one days’ leave with pay on death of a grandparent.
(b)	Other Cases	
	(i)	Interviews – Leave with pay
	(ii)	Attendance at own graduation ceremony – Leave with pay for one day
	(iii)	Attendance as son’s/daughter’s or partner’s graduation ceremony – as (ii) above
	(iv)	Accompanying child or dependent relative to medical appointment – Leave with pay
	(v)	Moving house – up to one days’ leave with pay.
	(vi)	Accompanying partner on an official engagement – Leave without pay
	(vii)	Magistrate’s duty – Leave with pay. Up to nine days’ leave with pay may be granted to enable employees to undertake duties as a magistrate.
	(viii)	Jury Service – Leave without pay. NB The employee should not however loose pay when taking account of payments made by Court. Monies should be made up by school.
	(ix)	Attendance at Coroner’s Court – Leave with pay.
	(x)	Witness at other Court/defendant at Court – Leave without pay. Claim should be submitted to Court for loss of earnings as appropriate.
	(xi)	Attendance at Court associated with pupil at school – Leave with pay.
	(xii)	Extension of school holidays. Various requests are received to take leave of absence for one or two days prior to or at the end of school holiday periods to allow extended holidays/cheap flights. These are not supported or considered appropriate to the school’s needs.

(xiii)	Extended holidays during term-time. Visits to relatives etc. in other parts of the world during term-time are not supported and the leave <u>if</u> granted will be without pay; all requests will be referred to the Chair of Governors.
(xiv)	Other cases- To attend other cultural celebrations. This is not supported and the leave will be without pay, all requests will be referred to the Chair of Governors
(xv)	Service in non-regular Forces- Volunteer members of the non-regular forces shall be granted up to two weeks leave with pay to attend summer camp. Such leave should be granted automatically unless the employee's absence would jeopardize the service. Volunteers may also be required to undertake up to 16 days additional training per annum (usually on Saturdays and Sundays) Territorial Army and Volunteer Reserve Units should be in a position to offer alternative dates and the onus is on the employee to try to arrange for this additional training to be undertaken at off duty times.
(xvi)	Study/ Examination Leave - Employees who are sponsored by the school or Council to undertake courses leading to examination based qualifications may be granted the time necessary for attendance at the examination. In addition, at the discretion of the Headteacher, half a day's leave may be granted for each examination for the purpose of final revision.
(xvii)	Elections - Leave of absence with pay will be granted to employees who are appointed to assist in any capacity at all elections and referendums, to include European Parliamentary, United Kingdom Parliamentary, Regional Assemblies, Isle of Wight Council, Parish and Town Councils and Parish Polls within the area covered by the Isle of Wight Council. All employees are required to obtain the prior permission of the Headteacher before agreeing to take up any such appointment in order to ensure continuity of service delivery.
(xviii)	Maternity, Paternity and Parental Leave - Please refer to the separate LA Maternity, Paternity and Parental Leave Policy.
(xviii)	Own Medical Appointments Leave requests — Routine medical, dental or optical treatment where such appointments could, without difficulty, be secured outside of school hours are not supported.

Any decision taken by the Governing Board or delegated person, will be final and will not be subject to appeal.

Notice Requirement

An employee must give at least 21 days' notice to his or her Headteacher, specifying when the leave request is to begin and end.

As soon as the date of a period of leave has been agreed, the Headteacher will notify the SBM accordingly.

General Statement

The school recognises that its greatest resource is the people who work here and endeavours to provide good working conditions, effective support structure, and planned programmes of professional development.

We recognise that school employees frequently give extra to the work of the school in terms of time, energy and commitment. We also recognise that balancing the demands of work and home can be difficult. It is therefore our policy to provide leave of absence for special circumstances as listed above, whilst balancing the needs of the school.

The Governing Board have responsibility for agreeing to paid or unpaid leave of absence using the policy principles. However this will be delegated to the Headteacher unless the Headteacher specifically requests a hearing. This will be held by the Pay Committee or if not available within the time of the request three governors from the Governing Board who are not staff members.

School employees who wish to apply for leave of absence should use the form below, giving at least 3 weeks' notice.

Leave Application Form

Name		Post	

Date(s) of leave required	
Reason for request	

Signed		Date	

Agreed by Headteacher Under delegated responsibility		Paid Leave Agreed	
Referred to Governing Board		Unpaid Leave agreed	
Agreed by Governing Board			
Not Agreed by Governing Board			