



**MODEL STAFF LEAVE AND ABSENCE POLICY  
Version 1.0**

**Policy Date: March 2018**

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**This Policy was adopted by:**

**The Directors of Ventrus Multi Academy Trust**

on 21/03/18 (date)

Signed by  Chair of Directors

Review Date.....Signed.....

Review Date.....Signed.....

If you require further help in the interpretation of this policy you can contact the HR Team Helpline on 01392 256020, SS

## **1. Introduction**

Ventrus Multi-Academy Trust recognises and values the contribution of each member of staff to the education of the children in the Trust schools.

High levels of absence between teaching and support staff pose a serious problem for a school in terms of disruption to teaching programmes, pupils' learning and other areas of the school's work. The Directors are committed to managing attendance so that any disruption to the pupils' education or the effective running of the school is minimised. Equally it recognises that during the course of employment, colleagues will occasionally be absent from work through ill health, maternity and other authorised circumstances.

Absence of any staff employed in schools during term time means some impact on the children's education. Therefore, requests from any member of staff for absence to be taken during term time must be regarded by all as the exception. Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will not be granted.

This policy gives details of entitlements of members of staff in relation to absence. The number of days entitlement given in the table below are days per occasion of absence.

Part-time staff will have the entitlement for leave from work reduced in proportion to the percentage of time they work.

The Managing Sickness Absence Policy assists managers in taking action to arrange any appropriate support that may prevent maximum attendance of staff. This Staff Leave and Absence Policy will therefore be used in conjunction with the Managing Sickness Absence Policy if the amount of absence taken under this Staff Leave and Absence Policy is not considered reasonable.

## **2. Seeking Approval for Leave from Work**

All staff will be required to follow Ventrus Multi-Academy Trust procedures for requesting leave of absence and for reporting absence.

Authorised paid and unpaid absence from work for the reasons given in this policy requires prior approval unless in exceptional circumstances where this has not been possible.

Requests for paid or unpaid leave must be made in writing to the Headteacher / Deputy Headteacher / Principal with full reasons for the request. Requests by the Headteacher / Principal should go to the Directors of School Improvement / Chief Executive Officer (CEO). The request should be made as soon as it is known that it

will be required, and in any case not less than one full week in advance of the proposed absence, except in exceptional circumstances such as the death or sudden illness of a family member.

The Directors have given delegated authority to the Headteacher / Deputy Headteacher / Principal to approve leave of absence requests for up to **5** days. For anything greater the Headteacher / Deputy Headteacher / Principal must discuss each case with the Directors of School Improvement / Executive Leadership Team (ELT) member and act on the recommendation made.

Requests for leave of absence will be considered taking into account

- the principles of this policy,
- the best interests of the pupils and the school,
- treating staff in a fair, reasonable and consistent way,
- national and local terms and conditions of employment.

Where the agreements refer to relatives of the first degree, this is taken to mean – husband, wife, civil partner, permanent partner, brother/sister, parent and child or the corresponding relatives-in-law. Additionally, the Directors have decided to include grandparents or other relatives/carers who have taken on the main caring role or people who are not related but occupying a similar position in the family.

### **3. Dental and medical appointments**

It is expected that dental and medical appointments will be made out of school hours wherever possible. It is recognised that in some circumstance, such as an appointment being expected from a hospital, that this may not always be possible. However, appointments in work time should be kept to a minimum and cause as little disruption as possible. In any event, prior approval to attend an appointment will need to be sought and agreed.

### **4. Emergencies involving dependants**

All employees have the right to take a reasonable period of unpaid time off during working hours to deal with an emergency involving a dependant. A dependant is defined as a spouse/partner, child or parent, or someone who lives with the employee as part of his/her family, i.e. not someone who lives in the house as an employee, tenant, lodger or boarder (NB: civil partners should be considered in the same way as spouse/partner). In the case of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

### **5. Parental Leave**

Employees with a child up to the age of five years (eighteen years from 5 April 2015) or 18 years in the case of a disabled child, and with at least one year of continuous service with Ventrus Multi-Academy Trust are entitled to parental leave. In the case of an adopted child, the same provisions as above apply but up to the child's fifth

birthday (eighteenth birthday from 5 April 2015) or fifth (eighteenth from 5 April 2015) anniversary of their adoption, whichever comes first.

Parental leave is only available for the purpose of caring for a child, for whom the employee has parental responsibility. A child is a person under the age of 18.

Parental leave is unpaid and the maximum entitlement is 18 weeks leave (pro rata for part-time staff) for each child, in total. The leave must be taken in blocks or multiples of one week, and the maximum entitlement in any leave year is four weeks.

Parental leave is for each child, so if twins are born each parent will be entitled to 18 weeks leave for each child.

Parents of disabled children are able to use their leave over a longer period, up until the child's 18<sup>th</sup> birthday and may take the leave a day at a time, if required

The employee must give at least 21 days written notice of the period during which parental leave is requested.

If a father wishes to take parental leave following the birth of a child (in addition to paternity leave), he is required to give at least 21 days' notice to his employer, stating the expected week of commencement of the parental leave and the duration of that leave.

In the case of adoption, a parent must give at least 21 days notice stating the week in which he/she expects to adopt the child. The duration of the leave must also be stated.

Prior to approving the first request for parental leave the school will need to see the birth certificate, adoption paper or proof of disability living allowance.

The Headteacher / Deputy Headteacher / Principal are able to require an employee to postpone his/her parental leave for up to six months, where the school cannot cope. Notice of postponement will be given no more than seven days after the request and will state the reasons for postponing the parental leave and when it can be taken. The leave must be granted for the same period as the original request and will begin on a date determined by the Headteacher / Deputy Headteacher / Principal, after consultation with the member of staff and be not more than six months after the date originally requested.

Parental leave cannot be postponed when the member of staff gives notice of parental leave to be taken immediately after the birth of their child or at the time of adoption.

The school will accurately record when an employee takes Parental Leave as new employers may seek a declaration of how much Parental Leave has been taken.

## **6. Other types of leave**

Requests for other types of leave will be managed in accordance with the information in the table on the following pages.

### Reasons for Leave with Pay

<b>Reasons for leave with pay</b>	<b>Teachers</b>	<b>Support staff</b>
Sickness	See Section 4 of the “Burgundy Book”	See Part 2, Section 10 of the “Green Book”
Annual Leave	Not Applicable	See Part 2, Section 7 of the “Green Book” for all year round staff, not applicable for term time only staff
For officials of Trade Unions to perform I.R. duties/undertake approved training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the Trust	Authorities shall provide the necessary facilities to Trades Unions including paid leave of absence to carry out their duties. Clarify the local agreement.
For Safety Representatives to perform duties and undertake associated training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the Trust	Clarify the local agreement
Ante-natal care for expectant mothers	The right to paid off time to attend ante-natal care on production of evidence of appointments if requested. “Burgundy Book” Section 5 para 3 – Maternity Scheme	The right to paid off time to attend ante-natal care on production of evidence of appointments if requested.
Attendance as elected members at local authority meetings and properly established committees	Up to 20 days per year or equivalent.	Up to 144 working hours
For members of another school’s Directors	Up to a maximum of 4 half-days per annum depending upon the reasonableness of the request.	Up to a maximum of 4 half-days per annum depending upon the reasonableness of the request.
Magisterial duties	Minimum attendance requirement including training and membership of a statutory tribunal not exceeding 20 working days a year	Minimum attendance requirement including training.
Candidates for Parliamentary Elections	Normally not more than 5 working days	Up to 3 weeks’ paid leave of absence during period up to and including polling day.

<b>Reasons for leave with pay</b>	<b>Teachers</b>	<b>Support staff</b>
Lecturing in professional capacity on condition that all fees to be paid to school	At the discretion of the Trust Directors.	At the discretion of the Headteacher / Deputy Headteacher /Principal up to a maximum of 5 working days. At the Discretion of the Director of School Improvement / ELT member up to a maximum of 12 working days.
Duties in connection with external examinations	Refer to the Burgundy Book - Appendix 2.	At the discretion of the Headteacher / Deputy Headteacher / Principal
Sitting examinations relating to professional development	Employees are entitled to be paid leave of absence for the purpose of sitting for examinations concerned with the teacher's professional development to the benefit of the school.	Employees are entitled to be paid leave of absence for sitting for approved examinations. Additional leave may be granted for final revision for approved examinations.
Attendance at approved conferences	At the discretion of the Headteacher / Deputy Headteacher / Principal subject to conference being of benefit to school and the teacher's professional development.	Up to 12 working days in any one year Grey Pages 4.6(b)
Weddings of close relatives i.e. sibling, parent (or another family member/carer who brought up the employee) or children or corresponding relatives in law	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Times of severe weather	Permission to leave early should not be unreasonably refused. Headteacher / Deputy Headteacher / Principal to ascertain whether possible for teachers to undertake work activities at home in order to fulfil their statutory obligation to work for 195 days in the school year.	Permission to leave early should not be unreasonably refused. Lost hours should be made up where annual leave cannot be taken

<b>Reasons for leave with pay</b>	<b>Teachers</b>	<b>Support staff</b>
Jury Service or attendance as a witness in Court proceedings	For the required period subject to the employee claiming for loss of earnings	For the required period subject to the employee claiming for loss of earnings.
Screening for breast and cervical cancer	For reasonable periods where attendance in school time cannot be avoided.	For reasonable periods where attendance in school time cannot be avoided.
Members of non-regular forces – annual training	Up to two weeks – the second of which is to be unpaid.	Up to two weeks (Grey Pages paragraph 4.6(g))
Potential redundancy	Reasonable time to seek alternative employment	Reasonable time to seek alternative employment
Interviews / selection processes for other posts	For posts within the Trust	For Local Authority posts only , attendance at interview and other selection processes (Grey Pages 4.6(k))
Serious/critical illness of a close relative i.e. spouse, civil partner, partner, sibling, parent (or other relative /carer who brought up the employee), child or corresponding relatives-in-law who lives within the members of staff or lives alone.	In cases of critical/serious illness of close relatives, up to one week's paid leave.  In other relationships, applications for unpaid leave should be addressed in writing to the Headteacher / Deputy Headteacher / Principal to consider.	For critical/serious illness up to five working days for all year round staff, half of which will be taken from annual leave or will be unpaid. Up to two and half days for term time only staff Can include taking children to hospital.
Death or critical illness of a close relative i.e. spouse, civil partner, partner, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law	Up to five working days.	Up to five working days.
House removal	One working day with as much advance notice as possible.	One day (term time only employees). Grey Pages 4.6(j)
Sports representation as competitor at national/ international level	At the discretion of the Head of school..	At the discretion of the Head of school.



Reasons for leave with pay	Teachers	Support staff
<p>Work Life Balance day.            Given with HT discretion for reasons not covered by any of the above. This is to be formally requested with as much notice as possible. Consideration will be given with regard to staffing levels, other requests and the timeliness of the date. Days may not be carried over nor taken as an entitlement</p>	<p>One Day per Annum</p>	<p>One day per Annum</p>

***Additional leave with pay may be granted in special circumstances by the Directors***

### Reasons for Leave without Pay

<b>Reasons for leave without pay</b>	<b>Teachers</b>	<b>Support staff</b>
Non-serious illness of an employee's child/dependent (falls under the provision of Emergency Time Off for Dependants)	<p>In the case of a sick child/dependent with a non-critical illness, after the first day it will be assumed that alternative arrangements for childcare will be made.</p> <p>The first day would fall under the Emergency Time Off for Dependants provisions and will be paid (subject to a maximum of one day/part day per term). Subsequent days will be unpaid.</p>	<p>In the case of a sick child/dependent with a non-critical illness, after the first day it will be assumed that alternative arrangements for childcare will be made.</p> <p>The first day (or part day) would fall under the Emergency Time Off for Dependants provisions and will be paid (subject to a maximum of one day/part day per term). Subsequent days will be unpaid.</p>
An unexpected or sudden problem involving someone who depends on your help or care (falls under the provision of Emergency Time Off for Dependants).	Up to two days to deal with the emergency and make any arrangements that are needed.	Up to two days to deal with the emergency and make any arrangements that are needed.
Graduation ceremony – employee's own partner, son, daughter or close relative	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Court hearings – other than those covered under "With Pay" sections – including divorce proceedings, custody of children, maintenance payments and other Court appearance where the member of staff is defendant or involved in non-criminal proceedings	At the discretion of Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Religious devotion days	At the discretion of Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Funerals – other than close relatives as in "With Pay" section	At the discretion of Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal

House removals – in excess of one day	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Sporting representations below national level	At the discretion of Headteacher / Deputy Headteacher / Principal. Normally, not more than ten school days in a year.	At the discretion of the Headteacher / Deputy Headteacher / Principal
Delays on return to school caused by industrial disputes	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Special family flights where spouse or civil partner is in the armed forces	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Hospital appointments for children where both parents wish to attend.	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Visits overseas other than for professional development	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Attendance on courses for personal development not considered beneficial to the school	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Weddings – Employees own wedding and for those other than relatives first degree	At the discretion of the Headteacher / Deputy Headteacher / Principal	At the discretion of the Headteacher / Deputy Headteacher / Principal
Accompanying a pregnant woman, with whom they are having a child, at ante-natal appointments	Up to two ante-natal appointments. See Maternity and Adoption Support Leave Policy	Up to two ante-natal appointments. See Maternity and Adoption Support Leave Policy

***The Governing Body may in special circumstances grant discretionary additional leave***

## POLICY HISTORY

<b>Policy Date</b>	<b>Summary of change</b>	<b>Contact</b>	<b>Version/ Implementation Date</b>	<b>Review Date</b>
March 2015	Revised Policy to reflect updated format as well as revisions to the following sections: <ul style="list-style-type: none"> <li>• parental leave from April 2015</li> <li>• Interviews / selection processes</li> <li>• time off for teachers in the case of non-serious illness of close relative.</li> <li>• Time off to attend antenatal appointments</li> </ul>	HR ONE	March 2015	
May 2016	Revise policy regarding interviews for other posts	SL	TBC July 2016	
May 2016	Revise policy regarding non serious illness of an employee's child	SL	TBC July 2016	
March 2018	Revise policy to reflect the Trust's Leadership structure and terminology	SL Updated Nov 17 Contact: SS	March 2018	2020