

# Ashton West End Primary Academy

## Leave of Absence- All Staff



**Approved by:** The Full Governing Body

**Date:** 29<sup>th</sup> November 2023

**Next review due by:** November 2025



## Guidance on Leave of Absence

1. The use of paid and unpaid leave of absence can be an effective way of supporting staff in managing their work/life balance. It is expected that staff will try to minimise personal commitments that impact on the pupil day.
  2. This scheme applies to all teaching staff in schools and centrally employed teachers.
  3. All requests for paid leave of absence should be considered on an individual basis and balanced against the needs of the school.
  4. Additional paid/unpaid leave may be granted in exceptional circumstances.
  5. Reasonable requests for unpaid leave should be considered sympathetically and administered equitably.
  6. When considering requests for leave of absence reference should be made to other guidance and policies e.g. maternity leave, paternity leave.
  7. All requests for leave of absence should be made as soon as the reason for absence is known.
  8. In some cases little or no notice can be given because of unforeseen circumstances, but every effort should be made to contact the relevant manager at the earliest opportunity. Where this occurs staff should make every effort to attend as soon as reasonably practicable.
  9. In the event of transport failure or severe weather conditions, staff should make every effort to come into work at the earliest opportunity. In these circumstances pay should not be lost.
  10. The Headteacher/Service Unit Manager should identify the person(s) who are authorised to approve leave of absence.
  11. Unpaid leave should be covered by supply. Where supply cover is not available cover will be banked in line with the Local agreement.
  12. The taking of leave for the purpose of holidays will not normally be granted in term time.
  13. Where paid leave of absence is granted and payment received from external bodies (e.g. jury service, consultancy work) this income should be received by school in accordance with financial regulations.
  14. The attached form may be used as a pro forma.
  15. Further advice and guidance is available from your link HR Advisor.
- NB Attendance at medical appointments/consultations should be deemed as leave of absence and not sick leave.**



## TEACHER LEAVE OF ABSENCE

TYPE OF ABSENCE	REASON FOR ABSENCE	NUMBER OF WORKING DAYS WITH PAY
<b>COMPASSIONATE</b>	Breakdown of care arrangement	Up to 5 days with or without pay
	Responsibility for funeral arrangements of dependant and attendance at funeral	Up to 5
	Attendance at funeral of dependant*	Up to 2
	Attendance at funerals	Up to 1
	Illness/accident of dependant*	Up to 3
	Private/family business	Up to 1
	Emergency medical treatment or specialist consultation	As may be required
<b>SPECIAL LEAVE</b>	Attendance at religious festivals	Up to 3
	Attendance at higher awards ceremony	Up to 1
	Home removal	Up to 1
	Attendance at weddings of dependant	Up to 1
	Interview for another post	As may be required
	Preparation for Retirement	As may be required
<b>LEAVE WITHIN CONDITIONS OF SERVICES</b>	National/international sports and cultural events.	Up to 18
	Attendance at Examination Board meetings.	Up to 10

<b>LEAVE FOR PUBLIC DUTIES</b>	Witness in Court of Law	As may be required
	Jury Service	As may be required
	Fulfilment as elected member of a Local Authority	Up to 18
	Magistrates	Up to 18
	Governing Bodies	Up to 18
	Attendance at annual camp for HM forces	Up to 10
	Other Statutory Public bodies	Up to 5
	Candidate in local election	Up to 1
<b>EXAMINATION/STUDY LEAVE</b>	Degree and diploma examinations	The day of the examination
	Study leave to prepare for degree and diploma examinations: <ul style="list-style-type: none"> <li>• Open university degree and diploma course – three working days per full credit and one and a half days per exam</li> <li>• For evening degree courses at higher education establishments, one days leave per exam</li> </ul>	1.5 days per exam  1 days leave per exam

\*A dependant can usually be defined as a spouse, partner, a child, a parent, a person who lives in the same household (but not as an employee, tenant, lodger or boarder) or any person who reasonably relies on the teacher.



**APPLICATION FOR LEAVE OF ABSENCE**

<b>NAME:</b>	
<b>DATE (S) OF LEAVE REQUESTED:</b>	
<b>TOTAL WORKING DAYS:</b>	<b>PAID/UNPAID</b> (Delete where appropriate)
<b>REASON FOR LEAVE:</b> _____ _____ _____	
<b>APPROVED/NOT APPROVED</b> (Delete where appropriate)	
<b>REASONS FOR NON APPROVAL:</b> _____ _____ _____ _____	
<b>APPROVED BY:</b> _____	

Where unpaid leave is granted, details must be recorded on the monthly absence return form.

This form should be retained within School.