



Leave of Absence policy for DLAT Schools

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Procedure

This policy sets out DLAT's approach to dealing with requests for leave of absence. It does not form part of employees' terms and

in the interests of fairness and consistency the granting of leave of absence for school-based staff within DLAT will be made within the framework of this policy which adheres to specific legislation and relevant conditions of service. For teachers these can be found in the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and for support staff in the National Joint Council (NJC) for Local Government Services (Green Book).

Leave of absence will normally be granted on the basis of a twelve month 1 April to 31 March period for teachers, as specified in the Burgundy Book. For support staff this is a rolling twelve month period.

Leave granted for Part Time Staff will be pro rata.

Purpose

- DLAT has delegated the authority to grant leave of absence to the Head Teacher
- Employees requesting leave of absence must complete the Leave Request Form and submit it in advance of the proposed absence dates to the Head Teacher, giving as much notice as possible and stating the reason for the request and date(s) the leave is required.
- Where it is not possible to submit the request in advance due its urgent nature the employee must follow the normal reporting procedures by contacting the school in accordance with guidance for reporting absence in the staff handbook with immediate effect. The Leave Request Form must then be submitted for consideration retrospectively.
- There is no appeal against the Head Teacher's decision
- If following the refusal of a request for leave of absence an employee is subsequently absent (for whatever reason) the absence will be investigated and may result in disciplinary action being taken, if appropriate.

Emergency & Compassionate Leave

Employees are entitled by law to take reasonable unpaid time off work to deal with unexpected or sudden emergencies involving dependents, and that may include circumstances such as death, sudden illness, injury or assault of a dependent, or the sudden disruption of dependents' care arrangements.

Leave to deal with the immediate demands of the emergency will be granted. This will normally be 1 day, and no more than 2 days. Situations that qualify for additional leave will be considered as compassionate leave.

The Head Teacher may grant up to a further 3 days as compassionate leave (making a maximum of 5 days' leave in total). Such additional leave will normally be confined to cases of bereavement or extreme dependent care situations that require the employee's personal attention.

A maximum of 1 day's emergency and compassionate leave will be paid leave. Leave granted in excess of this will be unpaid.]

Domestic Reasons for Leave of Absence

Employees should normally make arrangements for domestic matters outside of their normal working day. Where this is not practicable, unpaid leave of absence of up to 2 days may be granted for domestic reasons (urgent or otherwise). Examples of leave under this provision may include moving house and special events, e.g. to attend a close relative's wedding or civil partnership, or graduation.

Other requests for leave of absence (for example for holidays) during term times will only be considered in exceptional circumstances. The leave request form must be submitted and agreement received before the employee makes arrangements to take the leave. Any leave granted will be unpaid.

Leave of Absence for Training & Study

Where an employee undertakes study which directly relates to their role in the school, furthers their professional development, and/or is funded by the school, paid leave of absence may be granted for attendance at an examination(s).

Medical & Welfare Appointments

It is expected medical appointments will be arranged outside of working hours where practicable. For example, visits to a doctor, dentist, optician, clinic and hospital. Where it is not possible to obtain appointments outside of working hours, unpaid leave of absence may be granted. Proof of the appointment may be required.

Statutory Leave

This Section identifies circumstances where there is a requirement to grant leave to an employee, unless otherwise stated whether the leave is paid or unpaid is at the discretion of the Local Governing Body, who should consult Senior DLAT staff before making their decision in order to ensure fairness and consistency to all school-based DLAT employees.

Redundancy – Support for Job Seeking

Employees who are selected for compulsory redundancy will be granted reasonable time off work with pay during their notice period to look for new employment or to make arrangements for training for future employment. (See DLAT's Organisational Change Policy for details)

Jury Service/Formal Attendance at a Court Hearing

Paid leave will be granted to employees undertaking jury service or required to attend court, or a Tribunal, as a witness on behalf of the Crown, Police or Defence, or for either side in a civil case. Employees must claim the attendance allowance for loss of earnings paid by the Court. The amount received will be deducted from the employee's full pay.

Public Service Duties

Employees undertaking a combination of public service duties may be allowed an aggregate total of up to 15 days unpaid leave of absence for public service duties. The amount of time will be at the discretion of the Local Governing Body based on how long the duties might take, the amount of time the employee may already have had for public service duties, and how the time off might affect the school

Magisterial Duties (Justice of the Peace)

School's to select one option from the following:

Either:

Employees who undertake magisterial duties will be granted unpaid leave of absence up to a maximum of 13 days, or 26 half days a year.

Trade Union Duties

Leave in connection with recognised union duties is covered by ACAS guidance and the DLAT's Trade Union and Recognition Facilities Agreement.

Reserve Forces

It is recognised that some employees will wish to volunteer to serve in Britain's Reserve Forces. The school will consider Leave of Absence for the reserve forces with reference to the Leicestershire County Council guidance.

Religious Observance and Beliefs

Any requests for annual leave or working additional hours during the school day or school closure periods, or unpaid leave for the purpose of religious observance will be granted, unless there are exceptional circumstances which make it impossible for the employee to be released.

Other Leave

Any other requests for leave, which are not referred to in this policy should be referred to the Head Teacher, in the first instance. Where applicable these will be considered with reference to the relevant conditions of service for teaching or support staff.