



Lingfield Education Trust

Trust Leave of Absence Policy

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Policy prepared by (name and designation)	Nick Blackburn CEO
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LEAVE OF ABSENCE SCHEME FOR TEACHERS AND SUPPORT STAFF

1 SCHEME

REASON	Days Entitlement	Pay
<p>1.1 TIME OFF FOR DEPENDANTS</p> <p>Leave of absence should be granted in the case of any illness of a dependant. It is recognised that leave to care for dependants in special circumstances is legitimate and requests should be granted wherever possible.</p> <p>Leave to care for dependants who are seriously ill will only be approved where the individual is clearly dependant upon the employee to care for them.</p> <p>The following are dependants for the purpose of this Scheme:</p> <ul style="list-style-type: none"> • A partner • A child • A parent • Anyone else who lives with the employee as part of the Family • Someone who reasonably relies on the employee for assistance 	<p>Up to 2 days per absence up to a maximum of 5 per year</p>	<p>2 day paid 3 days Nil</p>
<p>1.2 BEREAVEMENT LEAVE</p> <p>To deal with the death of a close relative: for example to make funeral arrangements or to attend a funeral The entitlement in 1.1 will apply to other dependants who live with the employee as part of their family.</p>	<p>Executive Head Teacher / Head Teacher / Head of School discretion; should not exceed from the day of the death to the day of the funeral</p>	<p>Yes</p>
<p>1.3 TIME OFF FOR URGENT DOMESTIC REASONS</p> <p>The term urgent domestic reasons cover a range of situations and occurrences such as a boiler bursting at an employee's home or their house being burgled.</p>	<p>Up to 2 days</p>	<p>Usually Nil. Governing Body Executive Head Teacher / Head Teacher / Head of School can grant paid leave</p>

REASON	Days Entitlement	Pay
1.4 MATERNITY & PARENTAL LEAVE		
<p>a) MATERNITY LEAVE The leave entitlement and pay element is subject to the employee meeting the criteria of the Statutory/ Occupational Maternity Scheme. Please consult the Trust's Maternity Policy for further guidance.</p>	Up to 52 weeks	39 weeks
<p>b) ADOPTION LEAVE Leave entitlement and pay as above subject to the employee meeting the criteria of the Statutory Regulations. Please consult the Trust's Adoption Policy and Procedure for further guidance</p>	Up to 52 weeks	39 weeks
<p>c) PATERNITY LEAVE TEACHING Employees with 26 weeks continuous service at the 15th week before the baby is born who Qualify for Paternity Leave will be entitled to 2 weeks leave paid as follows:</p> <ul style="list-style-type: none"> • Pay element is as per Statutory Paternity Pay or 90% of weekly earnings whichever is the least, subject to meeting the criteria of the Statutory Regulations. • Leave to be taken within 56 days from the date of birth or adoption in a single block. 	10 consecutive days	SPP
<p>SUPPORT STAFF</p> <ul style="list-style-type: none"> • The first week • The second week: <ul style="list-style-type: none"> - In the case of the first child - In the case of each subsequent child 	5 days 5 days 5 days	Full pay
<p>d) PARENTAL LEAVE For each child who is:</p> <ul style="list-style-type: none"> • Up to 18 years of age • Where the child is adopted, parental leave may be taken until the child is 18 	Up to 18 weeks and up to a maximum of 4 weeks per year.	SPP Full pay
<p>e) ANTE-NATAL CARE i.e. Medical examination, midwife appointments, relaxation classes and parent craft classes. The Trust may wish to see evidence of appointments.</p>	As required	Unpaid

<p>f) TIME OFF TO ACCOMPANY A PREGNANT WOMAN TO ANTE-NATAL APPOINTMENTS</p> <p>You may take time off to accompany a pregnant woman to an antenatal appointment if:</p> <ul style="list-style-type: none"> • you are the baby's father; • you are the pregnant woman's spouse, civil partner or cohabiting partner or are living with her in an enduring family relationship and she is not your sister, mother, grandmother, aunt or niece; or • she has undergone assisted conception and at that time you were her wife or civil partner or gave the required legal notices to be treated in law as the second female parent; or • you are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child 	<p>Up to two appointments per pregnancy</p>	<p>Unpaid</p>
<p>1.5 GRADUATION, INVESTITURE, etc</p> <ul style="list-style-type: none"> • Awarded to immediate relatives. Discretion to be used in regard in relationship as detailed in 1.1 above. • Own graduation etc 	<p>1 day 1 day</p>	<p>Yes Yes</p>
<p>1.6 INTERVIEWS</p> <ul style="list-style-type: none"> • Paid leave to be granted to employees attending interviews within Local Government service only. • Private Sector interviews 	<p>Up to 2 days Up to 2 days</p>	<p>Yes Nil</p>
<p>1.7 EXAMINATIONS Sitting an approved examination, per exam.</p>	<p>Duration of exam</p>	<p>Yes</p>
<p>1.8 EXAMINATION STUDY LEAVE</p>	<p>Half day per exam</p>	<p>Yes</p>
<p>1.9 COURSES, MEETINGS, CONFERENCES Separate regulations exist for the payment of fees and subsequent expenses.</p>	<p>As approved</p>	<p>Yes</p>
<p>1.10 EXAMINERS All absences related to examining and moderating away from the place of employment.</p>	<p>11 days</p>	<p>Yes</p>
<p>1.11 WHITLEY COUNCIL, MAGISTRATES, GOVERNORS & OTHER PUBLIC DUTIES Paid leave of absence will be granted subject to the exigencies of the service *Please refer to 2.3 Specific Issues note below</p>	<p>As required</p>	<p>*Yes</p>
<p>1.12 JURY SERVICE</p>	<p>As required</p>	<p>Yes (less court</p>

1.13 MOVING HOUSE			allowance)
In exceptional circumstances where a moving date cannot be arranged outside the school term.	1 day		Nil
1.14 PARLIAMENTARY ELECTION CANDIDATE/ AGENT			
<ul style="list-style-type: none"> Local GB & Europe 	1 day Seek advice		Yes
1.15 ELECTIONS			
Granted to staff employed on polling day and at Count, in connection with the Local Authority.	As required		Yes
1.16 WEDDING			
<ul style="list-style-type: none"> Own (if unavoidable in term time) Immediate relative Other 	3 days 1 day 1 day		Yes Nil Nil
1.17 NON-REGULAR FORCES			
Employees having a commitment to attend Armed Forces annual training should on request be granted 2 weeks paid leave of absence. (Employees are encouraged where possible to arrange out of term-time).	10 days		Yes
1.18 TO ACCOMPANY SON/DAUGHTER/DEPENDANT TO COLLEGE			
For interview purposes only.	1 day		Yes
1.19 TRADE UNION OFFICIALS			
*Please refer to 2.1 & 2.2 in Special Issues notes below.	*Reasonable		Yes
1.20 HEALTH SCREENING			
(Includes ante-natal see above under Maternity Leave)	As required (if necessary in working hours)		Yes
1.21 VOLUNTARY SERVICES OVERSEAS			
Academies may wish to agree that employees can be considered for Voluntary Services Overseas and for further guidance should contact the Trust's HR Provider.	As agreed by the Trust		
1.23 COMPULSORY REDUDANCY			
Employees serving notice have the right to paid leave and support where reasonable, each case to be considered on request.	Reasonable		Yes

2 SPECIFIC ISSUES

2.1 Trade Union Officials

Current employment legislation requires an employer to permit an employee who is an official of an independent recognised trade union to take reasonable paid time off to carry out industrial relations duties and to undergo training, the Governing Body must determine what is reasonable, both generally and on specific occasions.

2.2 Trade Union Members

Current employment legislation similarly requires the allowance of reasonable absence (without reference to pay) for the purpose of taking part in a relevant trade union activity. Such absence might, for example, be for short training periods.

2.3 Public Duties

The Trust and its Governing Bodies subscribes to the principle of staff undertaking public duties, and would recommend to the Governing Body that they give approval to absence for these purposes wherever possible within the limits of the scheme.

Employees that are elected as Councillors for other local authorities will be granted a reasonable time off to attend to their Council duties. Paid or unpaid leave is to be determined by the Governing Body taking into account the operational needs of the Trust:

Employees elected as Councillors are restricted to paid leave of a maximum of 208 hours per year. It is recommended that employees who are school governors should have the following leave with Pay:

- Primary (inc. nursery schools) up to 6 half days per annum
- Secondary up to 8 half days per annum

These amounts of time being subject to an overall maximum of 26 half days per annum with pay where an employee is a member of several governing bodies.

2.4 Discretion

In determining the levels of reasonable absence where discretion exists, the Governing Body will wish to take into account other leave arrangements for the applicant.

2.5 Notice

Where there is expected to be a pattern of requests for leave (e.g. public duties; examining) it is reasonable for the Governing Body to request that reasonable notice be given.

2.6 Term Time Leave

As a general matter of principle, absence for holiday leave should not be granted to those persons, teaching and support staff, whose duties relate to the presence of children and students.

2.7 Exceptional Circumstances

Advice is available from the Trust's HR Provider on matters not covered by these recommendations. In order to achieve reasonable consistency of practice, it is suggested that the Governing Body will wish to obtain such advice on other matters.

3 REQUESTS FOR PERIODS OF UNPAID LEAVE

The Governing Body may receive applications from staff for unpaid leave. The issue of whether leave is granted or not, or is with or without pay should generally be determined by reference to

the adopted scheme. However, there are occasional circumstances, usually of a personal nature, where an extended period of unpaid leave may be granted. Although it will be for the Governing Body to determine these applications, they may find it helpful to seek the advice of the Trust's HR Provider regarding both the nature of the leave, and the conditions upon which it may be possible to grant it.

4 APPLICATION OF THE SCHEME

It should be recognised as a matter of principle that the Governing Body will make every effort to adhere to the conditions relating to the leave of absence scheme and to granting leave in accordance with that scheme. However, it should also be recognised that from time to time the arrangements in the trust may be such that requests for leave may have to be declined in order to maintain a proper educational service.

Review Date: Autumn 2018