



# Hemingford Grey SCHOOL

## **Additional Paid and Unpaid Leave**

Date policy was last reviewed and approved:	<b>July 2017</b>
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This Policy is based on a Judicium model template from August 2016

## **HEMINGFORD GREY PRIMARY SCHOOL**

### **ADDITIONAL ENTITLEMENTS TO PAID AND UNPAID LEAVE**

This policy applies to employees of Hemingford Grey Primary School only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The School reserves the right to amend this policy at any time.

This Policy should be read in conjunction with the School's Annual Leave, Maternity, Adoption, Shared Parental, Parental, Paternity and Time Off for Dependents policies.

There are two separate issues involved in the granting of additional leave: whether or not it should be permitted and, if it is, whether or not salary should be paid. It is the responsibility of the Headteacher along with the Chair of Governors to make decisions regarding leave, and whether the leave should be paid. Every effort must be made to ensure that fairness and equity is applied when making such decisions.

This policy does not contain an exhaustive list of reasons as to why additional leave may be requested by employees. However, leave for a reason not listed below may also be granted at the absolute discretion of the Headteacher and Chair of Governors. All decisions must be based on an objective approach, applied consistently and a record kept of the reasons on which each decision is based.

Employees seeking any additional paid or unpaid leave should submit their requests for time off (and the reasons for the request) in writing to the Head teacher by completing the absence request form which can be found at the office providing reasonable notice of the request (please see policy below for specific requirements).

#### **Bereavement and Compassionate leave**

Bereavement leave is designed to help you cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

Compassionate leave is designed to help you where you need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill.

Close relatives are a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister or brother or sister-in-law

You may be granted up to:

- 5 days' paid Bereavement Leave
- 5 days' paid Compassionate Leave in any 12-month period,

at the discretion of the School after careful and sympathetic consideration has been given to the circumstances of the case.

The School may exercise its discretion to grant unpaid Compassionate or Bereavement leave in respect of any other relative or close friend, depending on the circumstances of each case.

If you are unable to return to work following a period of Bereavement or Compassionate leave you should contact the Headteacher. It may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

The School recognises that it may not always be possible to request Bereavement or Compassionate leave in advance. However, where possible you should make a request to the Headteacher in writing giving the reasons for your request and the number of days' leave you would like to take. Where it is not possible to request leave in advance you should contact the Headteacher as soon as possible.

In exceptional circumstances the School may refuse a request for Compassionate or Bereavement leave. If so the Head Teacher will give you a written explanation for the refusal.

### **Requests for other types of additional leave**

Requests for additional leave for reasons outlined below should be made in writing to the Chair of Governors with a copy to the Head teacher giving at least 5 working days' notice wherever possible. In cases of personal emergency the process outlined in the Sickness Absence Policy or Time Off for Dependents Policy (depending on the circumstances) should be followed. The Head teacher will inform you whether or not the leave has been granted.

Any time taken off for reasons outlined below will be considered as unauthorised, unless it is taken with express written authorisation from the School, at the discretion of the Head Teacher. If it is not possible to seek written authorisation from the Headteacher in advance of any absence, this should be done as soon as is reasonable in the

circumstances. The Head Teacher will keep a record of any absences for absence monitoring purposes.

### **Dental and Medical Appointments**

Routine dental and medical appointments are not subject to the rules governing sickness absence. Where possible, such appointments should be arranged outside employee's normal working hours or at the very beginning or very end of the working day to minimise disruption.

Any time taken off for such routine appointments will be unpaid at the discretion of the Headteacher. Any time off will be considered as unauthorised, unless it taken with prior written authorisation from the School, which is again at the discretion of the Headteacher. The Headteacher will keep a record of such appointments for absence monitoring purposes.

### **Time Off to Receive Ante-natal Care**

Pregnant employees are entitled to take reasonable time off with pay during working hours to receive ante-natal care. The School may require an employee who wishes to take time off for this purpose to provide medical certification of her pregnancy and an appointment card (with the exception of the first appointment).

### **Disability Related Medical Appointments**

Disability leave is distinct from sick leave. Paid time off will be granted by the School for any employee having a disability as defined by the Equality Act 2010.

Any employee requiring a medical examination relating to their health as affected by their disability will be given reasonable leave as is appropriate. The employee shall provide information regarding their medical condition to the School following diagnosis of the condition in question and should give notice of any appointments in advance of any examination as is practicable.

### **Maternity Leave**

Eligible employees will be entitled 26 weeks of Ordinary Maternity leave and 26 weeks of Additional Maternity Leave with pay at the current rate of statutory maternity pay.

Employees should refer to the School's Maternity Leave and Pay policy for further details on the Occupational Maternity scheme and further guidance on maternity leave.

## **Paternity Leave**

Eligible employees are entitled to take either one week or two consecutive weeks' Paternity Leave following the birth of their child in order to care for the child or support its mother. This period of leave will be paid at the current rate of statutory paternity pay.

Employees who have a "qualifying relationship" with a pregnant woman or her expected child are also entitled to take leave in accordance with our paternity policy. Time off during working hours to accompany a pregnant woman to antenatal appointments, which is limited to no more than two occasions lasting no more than six and a half hours each.

Employees should refer to the School's Paternity Leave and Pay policy for further guidance and eligibility criteria.

## **Maternity Support Leave**

Maternity support leave of five days with pay will be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of the birth. A nominated carer will be required to demonstrate that they are the primary provider of support for the mother.

## **Adoption Leave:**

Eligible employees are entitled to up to 52 weeks' adoption leave and 39 weeks adoption pay if adopting a newly placed child. Where a couple adopts a child jointly, only one adopter can take adoption leave. The couple can choose which parent takes leave; the other parent may be able to take paternity leave, parental leave, or shared parental leave.

Employees should refer to the School's Adoption Leave Policy for further guidance and eligibility criteria.

## **Parental Leave:**

Eligible employees are entitled to statutory unpaid parental leave in relation to a child (under the age of 18) that the employee has or expects to have parental responsibility for. The right applies in respect of each child and should ordinarily be taken in blocks of one week. A maximum of four weeks of parental leave can be taken in any one year.

Employees should refer to the Schools Parental leave Policy for further guidance and the eligibility criteria.

### **Shared Parental Leave (SPL)**

Shared Parental Leave will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed.

The option to 'opt in' to Shared Parental Leave applies for parents who meet the eligibility criteria.

SPL allows parents to take up to 52 weeks leave in total on the birth of a child, less the two weeks' compulsory maternity leave. A partner will not have an autonomous right to SPL; this right will only arise if the mother chooses to curtail her statutory maternity leave and share her remaining entitlement.

Employees should refer to the schools Shared Parental Leave (Birth) and/or Shared Parental Leave (Adoption) Policy for further guidance and eligibility criteria.

### **Time Off For Dependants:**

All employees have the right to take a reasonable amount of unpaid time off work to deal with certain unforeseen situations affecting their dependants.

Employees should refer to the School's Time off for Dependants Policy for further guidance and eligibility criteria.

### **Jury Service**

If an employee is required to attend court for jury service, he or she should notify the Head teacher of the date and estimated length of absence immediately on receipt of the jury summons.

The amount of time off will be granted subject to provision of appropriate evidence in the form of the original jury summons.

Employees are reminded that that they can submit a claim to the court for travelling and food expenses and for loss of earnings. The court will supply the employee with a form which they should ask the office manager to complete for them giving details of the employee's daily rate of pay. Once complete, employees should take this form to the court with them on their first day of Jury Service.

On the first day of return after Jury Service has been complete, the employee should give the office manager details of all the days or half days they were actually in court.

### **Public Duties**

If an employee requires time off to perform a public duty, for example, as a member of a local authority or governing body of an educational establishment, the reserve armed forces or retained fire fighters, any period of paid or unpaid time off granted will be at the School's absolute discretion and not more than 10 days. Employees should apply to the Head teacher and the Chair of Governors.

### **Time Off in Redundancy Situations**

Employees under notice of dismissal for redundancy and who will have at least two years' service on the date that the notice expires are entitled to a reasonable amount of paid time off to look for other work or to make arrangements for re-training.

### **Time off to attend interviews**

Interviews for posts in the education service will be granted with pay up to a maximum of 3 days per annum with up to an additional 3 days unpaid per annum.

However, any time off to attend interviews must be approved in writing by the Headteacher and is at the Headteacher's absolute discretion, bearing in mind the operational requirements of the School in addition to the absence record of the employee. If you wish to take time off to attend an interview you must contact the Head teacher in writing, giving as much notice as possible of the interview to ensure that any necessary cover can be arranged should the leave be granted by the Headteacher.

### **Time off to carry out Trade Union Duties**

Employees who are trade union officials, shop stewards or trade union representatives elected in accordance with the rules of the trade union, and who are concerned with employee relations at work, have the right to request reasonable time off with pay during working hours to carry out trade union duties and undergo relevant training for those duties. Any request for such time off must be made in writing to the Headteacher, providing reasonable notice.

This entitlement applies only to independent trade unions recognised by the School for collective bargaining purposes. An eligible employee is entitled to a reasonable amount of paid time off for these purposes.

The trade unions recognised by the school are listed in the Trade Union recognition policy.

### **Time off for Health and Safety Representatives**

Under the Health and Safety at Work Act 1974 (as amended) a recognised trade union may appoint, or employees may elect, safety representatives from amongst the School's employees. These representatives are entitled to carry out relevant activities during what would otherwise be normal working hours.

### **Time off to take part in Trade Union Activities**

An employee has the right to request a reasonable amount of time off without pay to take part in the activities of his or her trade unions where the union is an independent trade union recognised by the School for collective bargaining purposes. Any request must be made in writing to the Headteacher, providing reasonable notice.

### **Secondment**

This is prolonged leave of absence concerning mainly the teaching staff, which allows a teacher to work for another school or organisation. The teacher returns to his or her job at the end of the secondment. Secondments which last more than a couple of years may cause problems of reintegration into the School on the teacher's return so the School will need to consider very carefully any request to be absent for more than a year or two at a time. The granting of any secondment will be at the absolute discretion of the Governing Body.

Where a secondment is agreed, the leave of absence for secondment will be unpaid if the employee receives a salary from the school or organisation to which he or she is seconded. In all other circumstances, the terms of remuneration during a secondment will be at the absolute discretion of the School.

### **Religious Festivals and Observance**

Employees who have particular religious or cultural needs which conflict with normal working arrangements may be allowed to take annual leave, flexi-leave where applicable



or unpaid leave subject to service needs, or working arrangements may be adapted to enable such needs to be met where reasonably practicable.

Employees whose religious festivals coincide with the school's academic terms shall be granted leave that complies with the legislation. Staff wishing to take leave in accordance with their religious beliefs should give the Head Teacher 28 days' notice of this intention unless it is not practicable to do so (e.g. a new employee).

### **Time off to Train**

The School is committed to developing the skills of our employees and recognises that training can benefit the School and our staff. Staff should receive training appropriate to their role, subject to operational and budgetary considerations.

Members of the Senior Leadership Group team are responsible for identifying and monitoring staff training and development needs on an ongoing basis.

The School recognises that employees may still have a wish to further develop their skills. Eligible employees have a statutory right to request time off work for study or training.

Employees who wish to undertake any form of training relevant to their role should raise the matter informally with their Line Manager in the first instance.

For further information please refer to the School's Time off to Train Policy.

### **Examination Leave**

Examination leave to sit an exam may be given at the School's absolute discretion for qualification and short courses. Employees are referred to the particulars the School's Time off to Train policy for further information.

### **Holidays during term time**

Leave for the purpose of taking holidays in term time will not usually be granted. It is expected that all holidays will be arranged outside of term time except in exceptional circumstances. In those exceptional circumstances, if leave for this purpose is granted, it will be unpaid. Any requests for such leave should be made to the Headteacher and Chair of Governors in writing as soon as is possible and no later than two months before the holiday is due to take place.

## **Moving House**

Leave for the purpose of moving house, where this has not been possible to arrange on a weekend or during school closure periods will not usually be granted. It is expected that arrangements to move house will be made outside of term time except in exceptional circumstances. In those exceptional circumstances, if leave for this purpose is granted, the school will grant one days paid leave. Any requests for such leave should be made to the Headteacher in writing as soon as is possible and no later than one week before the day of leave is requested.

## **Time off in term time for events of close relatives:**

The School appreciates that there may be exceptional events of a close relative that may fall during term time, for example a wedding, graduation or passing out parade for military service.

For the purposes of this section of the policy a 'close relative' is defined as spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister or brother or sister-in-law.

Leave for any exceptional/one off events may be granted at the absolute discretion of the Headteacher and/or Chair of Governors, bearing in mind the operational requirements of the School at the time of the event and the absence record of the employee. If leave for this purpose is granted, the first request will be on a paid basis, depending on the employee's absence record; any further days will be unpaid. Any requests for such leave should be made to the Headteacher and Chair of Governors in writing as soon as is possible and no later than two weeks before the day of leave is requested.

## **Personal emergencies**

These are defined as an event which if a response were delayed would result in significant loss to an individual. One day paid leave with up to 4 further days per annum in extreme circumstances unpaid.

## **Personal events**

Any other personal reason which could not have been scheduled for a non-working day or time. Maximum of 3 days unpaid leave per annum.