



Greenwood Tree Academy Trust

Staff Request for Leave Policy

INSERT SCHOOL NAME

Reviewed and Approved 9 December 2020 (FTB)
 6 November 2020 (FTB)
 20.02.18 (by GTAT)

Reviewed every 3 years or as required

Adopted – **INSERT DATE** (by LGB)

Signature of Chair: _____

Signature of Headteacher: _____

**Staff Request for Leave Policy -
to be used in conjunction with GTAT's HR policies**

Introduction

GTAT recognises and values the contribution of each member of staff to the education and care of children in the school.

High levels of absence among teaching and support staff pose a serious problem for a school in terms of disruption to teaching programmes, pupils' learning and other areas of school work. The Trustees/Governors 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 school 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.

Teachers Annual Leave:

There is no provision for annual leave entitlement for teachers. They are required by statutory order under the School Teachers' Pay and Conditions of Service Document to be available for work for 195 days each year, of which 190 shall be days on which they may be required to teach pupils.

The EHT/Headteacher should not normally receive requests from teaching staff to take a holiday within term time and any requests within term time should be by exception. The decision for any exceptional circumstance would be decided by the Local Governing Body/FTB for central staffing.

Support Staff Annual Leave:

Entitlement to annual leave for support staff is as specified in their individual contracts of employment. The taking of annual leave is subject to the prior approval of the EHT/Headteacher.

The provision for support staff employed on term time only basis is the same as for teaching staff above.

For all year round staff it is expected that the majority of leave will be taken within the Trust's holidays. However, there will be occasions when such staff would wish to take leave during term time. This is subject to the prior approval of the EHT/Headteacher.

Other Leave of Absence

This policy gives details of entitlements of member of staff in relation to absence. Part-time staff will have the entitlement to leave from work reduced in proportion to the percentage of time they work.

Staff will be required to follow the Trust's 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.

The following bodies will approve requests:

	Approval for paid leave (up to 10 days)	In excess of 10 days in 12mths	Approval for unpaid leave of up to 2 months	In excess of 2 months
School staff	Headteacher	Chair FTB	LGB	FTB
Head	LGB	Chair FTB	LGB	FTB
Executive Headteacher	FTB	Chair FTB	FTB	FTB
GTAT Central staff	EHT	Chair FTB	EHT	EHT & Chair FTB

The request should be made as soon as it is known and in any case not less than one full week in advance of the proposed absence, except in exceptional circumstance such as death of a relative, partner or close family friend.

The Trust has given delegated authority to the EHT/Headteacher to approve **paid** leave of absence requests for up to ten days in any rolling 12 month period. Anything above this must be discussed with the Chair of the Trust.

Requests for leave of absence will be considered taking into account:

- The principles of this policy
- The best interests of the children and the school
- Treating staff in a fair, reasonable and consistent way
- National and local terms and conditions of employment
- The consequences for the service of releasing a member of staff

You will **no longer** be able to claim a day's paid leave for moving house.

Unforeseen emergencies will no longer need to involve a 'near relative' – leave could be in respect of any relative, a partner or a close family friend, depending on the circumstances.

Compassionate leave will also apply to serious home emergency situations, like a flood or fire.

The amount of time agreed by the EHT/Headteacher will be as per the guidelines below and, where appropriate, will take account of the need to travel (e.g. in the case of attendance at a funeral).

Routine medical and other appointments

It is expected that routine medical and other appointments (doctors, dentist, opticians) will be made outside of working hours or using flexi, TOIL or annual leave to attend appointments (or unpaid as a last resort). It is recognised that in some circumstances this may not always be possible. However, appointments in work time should be kept to a minimum and cause as little disruption as possible.

Reasonable paid time off will continue to be available for hospital appointments, for specific treatment or counselling and for regular ongoing medical appointments or treatment.

Medical or other appointments will be approved by the EHT/Headteacher.

CURRENT PROVISIONS FOR PAID LEAVE FOR STAFF

Reason for absence	Maximum period of leave
Death (including funeral) of a relative, a partner or a close family friend.	period reasonably necessary but not normally more than 5 days
Serious illness of a relative, a partner or a close family friend.	period reasonably necessary but not normally more than 5 days
Attendance at court including jury service	As necessary
As a member of a local authority or other public body including a school/college governing body other than the teacher's own school.	Subject to the prior approval of the FTB if above 10 days. With pay up to 18 school days or 36 half days per school year subject to exigencies of the service
TA and Auxiliary Forces	With pay with limit of 10 school days per school year
Sporting activities (national level)	With pay for participation at national level subject to limit of 10 school days in any one school year. Any extension of this period to be at the discretion of the FTB
Religious observance days	With pay for a limit of 3 school days per school year
Interview leave	With pay but Head to exercise discretion as to frequency and level
External examiner (for meetings)	With pay
Magistrates	With pay up to 18 school days per school year (to be taken in full days) plus 5 school days for compulsory training per year
University (a) for revision (b) for examination	One day with pay for each day of examination. With pay
Visiting school when appointment secured under another authority (e.g. to deal with appointment of staff to new school).	With pay
Maternity, Adoption, Paternity, Parental & Time off for Dependants	Refer to Maternity, adoption, paternity, parental leave and time off for dependants provisions
Shared Parental Leave	Refer to Shared Parental Leave - Guidance for Schools
Leave for IVF treatment	Refer to Attendance management policy
Birth of a child	see Maternity, adoption, paternity, parental leave and time off for dependants provisions
As a representative of a trade union	refer to the facilities agreement for more information

Because of the broader policy/statutory provisions, the LGB's/Trust's approval has to be sought by employees before they undertake certain activities. Examples include:

- Membership of a Local Authority or other Public Body (including School/College Governing Body)
- Parliamentary or Local Candidate / Officiating at elections
- Services as a Justice of the Peace
- Officiating

The FTB/EHT/LGB/HT may grant special paid or unpaid leave for the above after following relevant policy/statutory provision.

Prior approval of the Headteacher is required to become a member of the auxiliary forces. However, the school's policy is to support such membership where the exigencies of the service permit.

EHT/Headteachers may also, at their discretion, grant one day leave of absence with pay to members of staff for any other exceptional reason as long as it does not exceed 10 days within a 12 month rolling period.

PARENTAL BEREAVEMENT

From April 2020 the Parental Bereavement (Leave and Pay) Act 2018 provides for at least two weeks' leave for employees following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.

Employees with 26 weeks' continuous service will be entitled to paid leave at the statutory weekly rate (or 90% of average weekly earnings, where this is lower) and other employees will be entitled to unpaid leave.

For awareness GTAT will provide our current compassionate leave entitlement plus the entitlement to parental bereavement leave and pay. Sick pay will also be available to employees with an outstanding entitlement and this will not be affected by parental bereavement leave and pay.

Parental bereavement pay is a statutory entitlement.

LEAVE OF ABSENCE WITHOUT PAY

FTB/EHT/LGB may grant leave of absence (in exceptional circumstances) without pay for whatever reason they may think fit.

All proposed unpaid leave for school staff over a period up to two months, should be discussed and approved by the LGB.

GENERAL CONDITIONS

- 1.1 Leave of absence without pay to be calculated on the basis that one day equals 1/365th of annual salary.
- 1.2 In cases of leave of absence without pay extending both sides of a weekend e.g. Thursday to Tuesday inclusive, the weekend shall be included in the calculation.
- 1.3 In cases of leave of absence without pay for one week, Monday to Friday, the calculation shall be 7 days i.e. one week.

- 1.4 Except in emergency situations, where an oral request may be granted, all requests for leave of absence under these provisions should be made in writing with sufficient notice to allow written approval to be given.

In extenuating circumstances, there may be opportunity for staff to negotiate an extended period of leave without pay, up to a period to one school year. This must be approved by the FTB. Please refer to the attached addendum to this policy.