



Accrued Time Policy for Support Staff

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| Applicable to: | ✓ | All individual academies within NEAT |
| | ✗ | Specified academies only |
| | ✓ | NEAT Trust |
| Approval body: | NEAT Audit, Risk and Finance Committee | |

Status:

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|-------------------------------------|----------------------------|
| Statutory policy or document | No |
| Review frequency | As determined by the Board |
| Approval by | As determined by the Board |

Publication:

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| Statutory requirement to publish on website | No |
| If not, agreed to publish on website? | Yes- Trust only |

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| Revision Record of Issued Versions | | | |
|---|----------------------|----------------|--|
| Author | Creation Date | Version | Status |
| Central Support Manager (SH) | 20 July 2018 | 1.0 | Final version to be implemented across the trust from September 2018. |
| Changed by | Revision Date | Version | Status |
| Director of HR and Governance (SH) | 18 July 2019 | 2.0 | Agreed by Audit, Risk and Finance Committee after annual review (no changes other than review timescale to every three years). |
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| Review Date | |
|--------------------|---|
| Frequency | Next Review Due |
| Every three years | June 2022 (or earlier if new guidance or legislation issued and/or business need for earlier review identified) |

1 Purpose

The purpose of this guidance is to ensure that additional time accrued beyond contractual working hours is managed fairly and consistently, and to inform relevant employees of the procedure that must be followed when undertaking this work and/or making requests to subsequently take off time that has been accrued.

2 Scope

This policy applies to support staff working under a permanent or fixed-term contract of employment and refers to additional time worked in excess of the employee's contractual hours. It excludes additional time that is remunerated through a claim for additional hours/overtime.

3 Accrued time year

The trust's accrued time year runs from 1 September to 31 August inclusive in all cases to coincide with the school year.

4 Procedure for accruing additional time

All accrued time must be approved in principle by the designated manager in advance. This provision is intended to enable flexibility in circumstances where the school/ service has particular operational requirements on an irregular basis that can be met by existing staff working additional hours beyond their contractual hours for that day or week e.g. to support school events such as open evenings/parents' evenings or to enable specific projects to be completed outside of the school day. Other than if specified in the employee's contract of employment, any request to work additional time is voluntary on the part of the employee and such goodwill is much appreciated by the trust.

Once approved in principle an employee must record the actual accrued time on the form provided. The additional hours should be authorised by the designated manager. In exceptional circumstances where the designated manager is not available to authorise the hours within a reasonable time period then the form must be passed to the Headteacher/CEO.

5 Procedure for taking accrued time

All requests to take accrued time must be approved in advance.

An employee must enter their leave request on the form provided. All requests must be made to the designated manager at the earliest opportunity, within reason and in light of operational needs. The request should be authorised by the employee's line manager to confirm that operational requirements and leave requests of other relevant employees have been taken into account before supporting the application. In exceptional circumstances where the relevant manager is not available to consider the request then the form must be passed to the Headteacher/CEO.

An employee may only commit to their leave plans on receipt of the signed leave card from the designated manager who approves the leave request.

5 Considering requests to take accrued time

No leave may be taken in advance of accruing additional time.

It is recognised that the ability of staff to take accrued time will vary considerably between different worker groups and some staff will have limited flexibility to take accrued time due to the operational requirements of their roles particularly where this involves direct contact with pupils.

Subject to operational requirements, accrued time may be taken in one or more of the ways specified below:

- as later start times, earlier finish times, longer rest breaks etc;
- full year support staff may take up to five full days, or ten half days, of accrued time in addition to their annual leave entitlement (other than in exceptional cases when the job role involves a regular commitment to the employee working outside of their normal working week when up to an additional five full days, or ten half days, may be taken);
- part year support staff who are contracted to work “term time plus X days” may take accrued time instead of working the required days within periods when the school is closed to pupils.

All requests to take accrued time, whether during periods of school closure to pupils or during term-time, are subject to consideration of operational requirements.

Consideration of operational requirements by the designated manager will include the particular demands for the work undertaken by the employee during the requested leave period, any training opportunities that are planned during the requested leave period, leave requests already granted for other employees and the extent to which any work necessary during the period of leave can be covered by other employees (including whether any unreasonable demands will be placed on those employees by granting the leave).

Where there are conflicting leave requirements, priority will be given to the member of staff whose request was received first, subject to operational requirements.

An employee who wishes to dispute any decision by the designated manager to decline a request to take accrued time may use the trust’s Grievance Procedure. An employee who takes unauthorised accrued time may be subject to action under the trust’s Disciplinary Procedure, including dismissal from employment.

6 Carrying forward accrued time

All accrued time should be taken by the end of the accrued time year. In circumstances where this is not practicable due to workload demands during the summer holidays then the designated manager may consider a request from the employee to carry forward up to three days of accrued time into the next accrued time year. Where this is agreed, accrued time from the previous accrued time year must be taken no later than the end of October half-term. Exceptions apply in relation to long-term sick leave depending on the individual circumstances of the case.

General

This policy is at the discretion of the employer and can be varied at any time following consultation with staff and recognised trade unions. In the event of any conflict with primary legislation or statutory regulations, the legal provisions will have precedence over this policy in all cases.