



# *An Daras Multi-Academy Trust*

## **Staff Leave and Absence Policy**

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

<b>Status: Approved</b>	
Recommended	
Statutory	Yes
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Advisory Committee	ADMAT RSS Committee
Linked Documents and Policies	Staff Absence Management Policy

## **Introduction**

ADMAT recognises and values the contribution of each member of staff to the education of the children in the school. 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 schools 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. Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will not be granted.

This policy gives details of entitlements of members of staff in relation to absence. Part-time staff will have the entitlement for leave from work reduced in proportion to the percentage of time they work. Absence due to sickness or injury will be dealt with under our Maximising Attendance and Managing Sickness Absence Policy.

## **Seeking Approval for Leave from Work**

All staff will be required to follow the ADMAT 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.

Requests for paid or unpaid leave must be made in writing to the Executive Head Teacher with full reasons for the request. Requests by the Executive Head Teacher should go to the Chair of the Trust Board. The request should be made as soon as it is known that it will be required, and in any case not less than one full week in advance of the proposed absence, except in exceptional or unforeseen circumstances such as the death of a family member.

The Local Governing Body and Board of Directors have given delegated authority to the Executive Head Teacher to approve leave of absence requests for up to 2 days. For anything greater the Executive Head Teacher must discuss each case with the Chair of the RSS Committee, or his/her representative, and act on the recommendation made.

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,
- the terms and conditions of your employment.

## **Dental and Medical Appointments**

It is expected that dental and medical appointments will be made out of school hours wherever possible. It is recognised that in some circumstance, such as a hospital appointment, that this may not always be possible. However, work time appointments should be kept to a minimum and cause as little disruption as possible.

## **Emergencies involving Dependants**

We also recognise and we respect that there will be occasions when you will need to take time off work to deal with unexpected events involving one of your dependants or somebody close to you. You have a right to take a reasonable amount of time off work when it is necessary to:

- provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
- make longer-term care arrangements for a dependant who is ill or injured;
- take action required in consequence of the death of a dependant;
- deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- deal with an unexpected incident involving your child during school hours (or those of another educational establishment).

A dependant for the purposes of this policy is:

- your spouse, civil partner, parent or child;
- a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to above.

You are only entitled to take time off under this policy to provide personal care for a dependant where there is an immediate crisis. If you know well in advance that you wish to take time off to care for a dependant yourself, rather than arrange for someone else to do so, this policy will not apply. You should take advice from your Line Manager or the Executive Head Teacher if you need to take time off work in these circumstances.

For the right to time off under this policy to arise, it must be necessary for you to take action in relation to a dependant. Whether action is necessary will depend on the nature of the problem, the closeness of the relationship between you, and whether someone else is available to assist. Action is unlikely to be considered necessary if you knew in advance that a problem might arise but didn't make alternative arrangements for a dependant's care.

Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, we will always consider each set of circumstances on their facts.

You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell the Executive Head Teacher the reason for your absence and how long you expect to be away from work. If you fail to notify us as required you may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.

Where it is possible to do so in advance or when you return to work after taking time off under this policy, we might ask you to provide evidence for your reasons for taking the time off. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.

### **Parental Leave**

We recognise and respect that there will be occasions when you may wish to take time off work to care for or spend time with your children. Providing you qualify, you are entitled to take up to 18 weeks' unpaid parental leave in relation to each child you are responsible for. The rules on how and when you can take parental leave are set out below. Any parental leave that you take in relation to a child while working for another employer counts towards your 18 week entitlement. If you have taken parental leave in relation to a child during previous or concurrent employment, you should provide details to the Executive Head Teacher.

To take a period of parental leave in relation to a child, you must:

- have at least one year's continuous employment;
- have or expect to have responsibility for the child; and
- be taking the leave to spend time with or otherwise care for the child.

You have responsibility for a child for the purposes of point 2 above, if you:

- are the child's biological mother or father (whether or not you are living with the child);
- are the child's adoptive parent; or
- otherwise have legal parental responsibility for the child (for example, if you are the child's guardian).

You can only take parental leave before the child's fifth birthday or in the case of a child entitled to a disability living allowance, before the child's 18th birthday. If the child is adopted, you can only take your parental leave before the fifth anniversary of the date of placement or the child's 18th birthday, if this is sooner.

Unless the leave is to be taken in respect of a child entitled to a disability living allowance, you can only take parental leave in blocks or multiples of one week and are only entitled to take four weeks' parental leave each year in relation to each child. A year for this purpose begins on the date when you became entitled to take parental leave in relation to the child in question.

You must give the Executive Head Teacher notice of your intention to take parental leave. This should be in writing. The notice requirements are as follows:

- If you wish to take parental leave commencing immediately on the birth of a child, you must give notice of your intention at least 21 days before the start of the expected week of childbirth (EWC). The notice must specify the EWC and the duration of the period of leave required.
- If you wish to take parental leave commencing immediately on the adoption of a child, you should give notice of your intention at least 21 days before the start of the expected week of placement (EWP). If this is not possible, you must give as much notice as you can. The notice must specify the EWP and the duration of the period of leave required.

- In all other circumstances, you must give notice of your intention to take parental leave at least 21 days before you intend the leave to start. The notice must specify the dates on which the period of leave is to begin and end.
- If you wish to take a period of parental leave immediately after a period of ordinary paternity leave, it would be helpful if you could give us notice of your intention at least 21 days before the start of the EWC or EWP. If this is not possible, you should give as much notice as you can. If you do not give notice at least seven days before your period of ordinary paternity leave starts, we might not allow you to take the period of parental leave requested. However, we shall consider each case on its merits.

Before you take a period of parental leave under this policy, you must provide us with evidence of:

- your responsibility or expected responsibility for the child;
- the child's date of birth or date of adoption placement; and
- if applicable, the child's entitlement to a disability living allowance.

For details of what evidence is required in your particular circumstances, or if you have difficulties obtaining the evidence, please contact the Executive Head Teacher.

Where you give notice of your intention to take parental leave on the birth or adoption of a child, we will not postpone your leave. We will also not postpone your leave if, in the case of an adopted or disabled child, the postponement would result in your leave being taken after the child's 18th birthday. However, we reserve the right to postpone your leave in any other circumstances for up to six months where the leave as planned would unduly disrupt the Academy.

If we decide to postpone your parental leave, we will consult with you about the date to which the leave might be postponed and no more than seven days after you gave notice of your intention to take the leave, give you written notice stating the reason for the postponement and the new beginning and end dates of the leave which we will allow you to take. You will not lose your parental leave entitlement if, because our postponement, you are not able to take your parental leave before your child's fifth birthday (or on the fifth anniversary of the child's adoption placement, if applicable).

Your contractual provisions relating to pay and benefits are suspended during parental leave. However, you are entitled to benefit from any contractual terms you have in relation to being given notice, redundancy compensation and disciplinary and grievance procedures.

During parental leave you will remain bound by your obligation of good faith towards the Academy, as well as any contractual terms relating to the giving of notice, the disclosure of confidential information, the acceptance of gifts and benefits, and your freedom to participate in another business (for example, by working for a third party).

If you are a member of the Teachers' Pension Scheme or the Local Government Pension Scheme a period of unpaid parental leave under this policy will not count towards your pensionable service. If you are a member of a defined contribution (money purchase) pension scheme, we shall not make contributions during a period of unpaid parental leave.

You are normally entitled to return to work following parental leave to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.

However, it might not be possible for us to allow you to return to the same job where your period of parental leave has been longer than four weeks, or has been combined with a period of additional maternity, paternity or adoption leave. In such circumstances, we will offer you a suitable and appropriate alternative position.

We will deal with any requests to change your working patterns (such as working part-time) after parental leave on a case-by-case basis. We will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the Academy. It is helpful if flexible working requests are made as early as possible.

Where you take a period of parental leave under this policy for purposes other than spending time with or otherwise caring for your child, this will be dealt with as a disciplinary issue under the Disciplinary Procedure.

### **Your Entitlements**

The table below sets out your entitlement to various forms of leave. Where we refer to relatives of the first degree, this is taken to mean:

- husband/wife;
- permanent brother/sister;
- parent and child; or
- the corresponding relatives-in-law.

## Reasons for Leave with Pay

Reasons for Leave with Pay	Teachers	Non – Teaching staff in schools
For officials of Trade Unions to perform I.R. duties/undertake approved training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA	Authorities shall provide the necessary facilities to Trades Unions including paid leave of absence to carry out their duties. Clarify the local agreement.
For Safety Representatives to perform duties and undertake associated training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA	Clarify the local agreement
For ante-natal care	The right to paid off time to attend for ante-natal care on production of evidence of appointments.	Right to paid leave - evidence of appointments e.g. appointment card must be provided.
Attendance as elected members at local authority meetings and properly established committees	Up to 20 days per year or equivalent.	Up to 144 working hours
For members of another school's Governing Body	Up to a maximum of 4 half-days per annum depending upon the reasonableness of the request.	Up to a maximum of 4 half-days per annum depending upon the reasonableness of the request.
Magisterial duties	Minimum attendance requirement including training and membership of a statutory tribunal not exceeding 20 working days a year	Minimum attendance requirement including training.
Candidates for Parliamentary Elections	Normally not more than 5 working days	Up to 3 weeks' paid leave of absence during period up to and including polling day.
Lecturing in professional capacity on condition that all fees to be paid to the Academy	At the discretion of the Board of Directors.	At the discretion of the Board of Directors up to a maximum of 12 working days
Duties in connection with external examinations	At the discretion of the Board of Directors.	At the discretion of the Board of Directors.
Sitting examinations relating to professional development	Employees are entitled to be paid leave of absence for the purpose of sitting for examinations concerned with the teacher's professional development to the benefit of the Academy.	Employees are entitled to paid leave of absence for sitting for approved examinations. Additional leave may be granted for final revision for approved examinations.
Attendance at approved conferences	At the discretion of the Board of Directors subject to conference being of benefit to the Academy and the teacher's professional development.	Up to 12 working days in any one year Grey Pages 4.6(b)
Weddings of close relatives i.e. sibling, parent (or another family member/carer who brought	Reasonable period subject to prior approval from the Directors	At the discretion of the Board of Directors

up the employee) or children or corresponding relatives in law		
Times of severe weather	Permission to leave early should not be unreasonably refused.	Permission to leave early should not be unreasonably refused. Lost hours should be made up where annual leave cannot be taken
Jury Service or attendance as a witness in Court proceedings	For the required period subject to the employee claiming for loss of earnings	For the required period subject to the employee claiming for loss of earnings.
Screening for breast and cervical cancer	For reasonable periods where attendance in school time cannot be avoided.	Necessary paid time off will be granted for the purpose of cancer screening.
Members of non-regular forces – annual training	Up to two weeks – the second of which is to be unpaid.	Up to two weeks
Potential redundancy	Reasonable time to seek alternative employment	Reasonable time to seek alternative employment
Illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law who lives within the members of staff or lives alone	In cases of critical/serious illness of close relatives, up to one week's paid leave. Applications for unpaid leave should be addressed in writing to the Chair of Directors to consider.	In the case of a sick child with a non-critical illness, after the first day it will be assumed that alternative arrangements for childcare will be made. The leave will be unpaid. For serious/critical illness up to 5 working days for all year round staff, half of which will be taken from annual leave or will be unpaid. Up to two and half days for term time only staff can include taking children to hospital.
Death or critical illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law	Up to 5 working days.	Up to 5 working days.
House removal	1 working day with as much advance notice as possible.	1 day (term time only employees).
Sports representation as competitor at national/ international level	At the discretion of the Board of Directors.	At the discretion of the Board of Directors
Election duties	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.
Additional leave with pay requests may be granted in special circumstances by the Board of Directors		



### Reasons for Leave without Pay

Reasons for Leave without Pay	Teachers	Non – Teaching staff in schools
Graduation ceremony – employee’s own partner, son, daughter or close relative	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Court hearings – other than those covered under “With Pay” sections – including divorce proceedings, custody of children, maintenance payments and other Court appearance where teacher is defendant or involved in non-criminal proceedings	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Religious devotion days	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Funerals – other than close relatives as in “With Pay” section	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
House removals – in excess of 1 day	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Sporting representations below national level	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors. Normally not more than 10 school days in a year.	At the discretion of the Board of Directors
Delays on return to school caused by industrial disputes – see note 1.	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Special family flights where spouse is in the armed forces	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Hospital appointments for children where both parents wish to attend.	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of	At the discretion of the Board of Directors

	Directors.	
Visits overseas other than for professional development	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Attendance on courses for personal development not considered beneficial to the Academy.	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors
Weddings – Employees own wedding and for those other than relatives first degree	1 day at discretion of the Executive Head Teacher and additional time at the discretion of the Board of Directors.	At the discretion of the Board of Directors