

St. Martin's Catholic Primary School



Special Leave Policy

This policy should be read in the light of our:

- ❖ **Our Mission** to foster the personal development and academic achievement of each child by providing a caring and creative environment that adheres to the foundations and values of the Catholic Faith.
- ❖ **Our Vision** to inspire all to lead, through love and service, the life of purpose and excellence that God wants for us.

Approved by Committee:

September 2016

Approved by FGB

Next Review date:

September 2018

ST MARTIN'S CATHOLIC PRIMARY SCHOOL

SPECIAL LEAVE POLICY

Teachers and support staff contracted to work during term time do not have an entitlement to take annual leave during term time. It is recognised that personal circumstances may arise which can result in a request to take time off during term time. The responsibility for granting special leave of absence, with or without pay, rests with the Governing Body.

The governors recognise the importance of consistency, openness and equity in responding to requests from staff for special leave of absence for family and personal reasons.

This policy recognises:

- The statutory entitlement to unpaid time off to attend to urgent matters related to dependants
- National and local agreements
- Best practice which seeks to maintain good working relationships between staff and management
- The operational needs of the school

It is intended that this policy provides clear and workable framework to enable requests for leave of absence for all school employees to be reasonably and fairly handled. This policy recognises that the operational needs of the school are a priority and there may be times when the Headteacher has to refuse a request for leave. In the event that circumstances arise that are not identified by this policy the decision to grant a leave of absence remains within the discretion of the Headteacher or Chair of Governors.

Reference in this policy to "per annum" entitlement refers to any year commencing 1st September.

For part-timers, this policy applies on a pro-rata basis.

1. Time off for dependants

All employees have the right to take reasonable unpaid time off to deal with certain unexpected or sudden emergencies relating to dependants. Staff taking time off under this right are requested to notify the Headteacher of their absence on the day they take time off and if possible to give notification in advance. Circumstances when an employee may need to take time off are:

- In the case of a sick dependent child
- When a dependant is having a baby
- If a dependant falls ill, or has been injured or assaulted
- To make longer term care arrangements for a dependant who is ill or injured
- To deal with a death of a dependant
- To deal with unexpected disruption or breakdown of care arrangements for a dependant
- To deal with an incident involving the employee's child during school hours

Cases where a dependant is having a baby will be dealt with in accordance with the terms of the Paternity & Adoption Leave Regulations 2002 and the provisions for Statutory Paternity Pay. In all other cases, the granting of leave and payment for leave is at the discretion of the Headteacher, who may grant up to three days paid leave per annum in appropriate cases. In exceptional circumstances, if more paid leave is felt necessary and appropriate, the Headteacher will consult the Chair of Governors, and each individual case will be considered on its merits.

2. Compassionate Leave

Paid compassionate leave may be granted at the discretion of the Headteacher in the following circumstances:

- Death of a spouse, parent or child – up to 5 days paid leave
- Death of another close relative – up to 3 days paid leave
- Serious illness of a close relative – at discretion but normally no more than 3 days

Employees wishing to attend the funeral of other relatives, friends or colleagues may take unpaid leave.

3. Leave to attend significant events

The Governors recognise that from time to time staff may have the opportunity to attend a significant social event during term time. This policy enables staff to take one day of unpaid leave in order to attend a significant social event. Staff must seek the permission of the Headteacher for unpaid leave in advance of the event. The operational needs of the school will be considered before granting leave and there may be times when the Headteacher will need to refuse a request for leave.

The type of events that are envisaged by this policy are graduation ceremonies for the employee's child; a retirement celebration for a spouse; the marriage of a child or sibling.

Religious festivals

Staff who wish to attend significant religious festivals which fall during school term time may take unpaid leave to attend the festival. Requests for such unpaid leave must be made to the Headteacher in advance of the event.

4. Interviews

All staff may take paid leave to attend selection interviews for jobs of up to two days per interview dependent on the circumstances. Requests to take leave to attend an interview must be made to the Headteacher in advance of the event. Paid leave to attend interviews will not exceed three interviews per year; thereafter leave is unpaid.

5. Other leave

Examination duties

Teaching staff undertaking professional duties in connection with external examination may take paid leave under arrangements contained in Appendix 2 of the conditions of Service for School Teachers in England and Wales.

Examination leave

Where staff are undertaking studies leading to a qualification relevant to their job then they may take paid leave to sit examinations.

Jury Service

Employees may take leave to undertake jury service. They are required to claim allowance for loss of earnings from the Court and an equivalent amount will be deducted from the employee's salary.

Moving House

Staff are encouraged if at all possible to make arrangements to move house during school closures. However, if this proves impossible, staff may be granted one to two days paid leave in order to move house, depending on the circumstances. The Headteacher is permitted to ask for documentary evidence relating to why the move could not take place during school closures.

Medical Dental and Counselling Appointments

Employees are encouraged to make appointments outside normal working hours wherever possible. However if necessary and reasonable paid time off to attend appointments will be granted. Staff attending such appointments must seek the permission of their line manager or Headteacher before attending. The

Headteacher and line manager have the right to request to see appointment cards.

Time off to attend ante-natal appointments

The Maternity Regulations provide the right for all women to take paid time off to attend antenatal care. Women staff must produce evidence of appointments if requested to do so by their line manager or Headteacher.

Candidate in Parliamentary and local elections

Employees are granted time off in accordance with local conditions of service.

Trade Union and Professional Association Duties

Staff undertaking recognised Trade Union or Professional Association duties are provided paid time off as defined in the LA facilities agreement.

National Sporting Fixtures

Participating staff are granted paid time off in accordance with local conditions of service.

To attend training camp as a member of the non regular forces

In the interests of effective operation of the school staff are encouraged, as far as possible, to attend training camps during school closures. The maximum entitlement to leave for such purposes is 10 days paid leave.

School Governors

Governors at other schools in the area may, at the discretion of The Headteacher, be granted up to one day's paid leave per annum in order to attend Governor meetings. Governors at our school who are also employees of the school will be paid for attendance at our Governor meetings, where attendance at the meeting is deemed necessary and appropriate by the Chair of Governors and the meeting occurs at a time when the employee would normally be paid by the school.

This policy will be reviewed every two years.

To be reviewed September 2018