



## Special Leave Policy and Procedure

This policy is applicable to our current schools, Khalsa Secondary Academy (KSA), ATAM and The Khalsa Academy Wolverhampton and for any further schools we open.

| <b>Document control</b> |               |
|-------------------------|---------------|
| Date Approved           | March 2020    |
| Date for Review         | March 2022    |
| Authorised By           | Board         |
| Published Location      | Trust Website |
| Document Owner          | HR            |

|  |   |
|--|---|
| 1. INTRODUCTION.....                               | 3 |
| 2. Purpose Scope and Principles .....              | 3 |
| 3. Types of Special Leave .....                    | 4 |
| 3.1 Compassionate Leave .....                      | 4 |
| 3.2 Time off for dependents.....                   | 4 |
| 3.3 Parental Leave.....                            | 5 |
| 3.4 Paternity Leave/Maternity Support Leave.....   | 5 |
| 3.5 Leave for Medical and Dental Appointments..... | 5 |
| 3.6 Leave for Public Duties .....                  | 6 |
| 3.7 Miscellaneous.....                             | 7 |
| 4. Abuse of The Scheme .....                       | 7 |
| 5 MONITORING AND REVIEW .....                      | 7 |

## 1. INTRODUCTION

The Trust appreciates that from time to time its staff will need to be absent from school due to personal reasons or circumstances that is referred to as Special Leave. It must be remembered that providing a high quality education to our pupils is our over-riding priority and all requests for special leave of absence will be considered in this context.

The Trust is sensitive to the needs of its staff. In certain circumstances, Special Leave can be authorised with or without pay, at the discretion of the Principal.

This Guidance is intended to be used by the senior staff / line managers when considering requests for special leave, to ensure a fair, consistent and reasonable approach to Special Leave is achieved in school.

## 2. Purpose Scope and Principles

Annual leave and occupational sick leave will be in accordance with the relevant conditions of service for teachers and support staff.

Other leave of absence will normally be on an unpaid basis unless otherwise specified with pay.

The operational needs of the Schools will be paramount and except in emergency circumstances adequate notice of a request for leave of absence must be given.

Any dispute or grievance about a request for leave of absence or payment during the leave of absence will be dealt with by the Principal in the first instance and then via the Grievance Procedure if unresolved.

The purpose of this Policy is to ensure that all requests are dealt with fairly and consistently but within a framework of recognising that on certain occasions depending upon the circumstances, discretions will need to be applied.

### 3. Types of Special Leave

#### 3.1 Compassionate Leave

| Reason for Absence   | Period of Absence                            | Paid or Unpaid                            |
|--|--|---|
| Sudden serious illness of close family member or dependent   | Up to 3 days per year                        | Paid (up to a maximum of 5 days per year) |
| Death of a close family member or dependent  | Up to 5 days including attendance at funeral | Paid (up to a maximum of 5 days per year) |
| A close family member is normally defined as a partner, parent, child, grandparent, grandchild, brother or sister; however this definition is not exclusive.   |  |   |
| Attendance at funerals for other family members. Other family members are defined as in-laws, cousin, aunt, uncle, niece, nephew   | Up to 1 day                                  | Paid                                      |
| There may be occasions when a member of staff may request to attend the funeral of a close family friend as opposed to the person being a direct relative. When such a request is made, consideration will be given for granting time off for the funeral e.g. half a day. |  |   |

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#### 3.2 Time off for dependents

| Reason for Absence  | Period of Absence | Paid or Unpaid   |
|---|-------------------|--|
| Time off for unexpected sudden emergencies relating to employee's dependent (e.g. child, partner, parent)             | As necessary      | Paid leave on first day only. Unpaid leave on subsequent days.<br><br>(up to a maximum of 3 paid leave per year) |
| Emergencies may include: -.A sudden (unforeseen) breakdown in care arrangements, the dependents suddenly falling ill. |                   |  |

### 3.3 Parental Leave

| Reason for Absence                    | Period of Absence  | Paid or Unpaid |
|---------------------------------------|--|----------------|
| Time off to care for a child under 18 | Up to 18 weeks (max 4 weeks per year) until child's 5 <sup>th</sup> birthday | Unpaid         |

### 3.4 Paternity Leave/Maternity Support Leave

| Reason for Absence  | Period of Absence   | Paid or Unpaid   |
|---|---|--|
| Time off for fathers or other individual directly involved in parenting a child (e.g. same sex partner) | 10 days (pro-rata)<br>Normally to be taken within 8 weeks of the birth) | (paid with full salary for first week).<br>Statutory Paternity Pay for second week at £148.68) |

### 3.5 Leave for Medical and Dental Appointments

| Reason for Absence   | Period of Absence | Paid or Unpaid  |
|--|-------------------|---|
| Emergency/Non Routine Dental/Medical Appointments  | As necessary      | 1 days paid leave   |
| Routine Medical/Dental appointments  |                   | Unpaid  |
| <p>There is an expectation that all routine dental and medical appointments will take place outside working hours. Where this is not possible staff may be granted unpaid leave subject to discussion with the appropriate line manager.<br/>Support staff may be granted unpaid leave, flexi leave or time in lieu.</p> |                   |   |
| Cervical smears, breast screening and prostate checks  | As necessary      | Paid  |
| IVF Treatment  | As necessary      | Paid (for employees who have 12 months' continuous service at the time of applying for leave) |
| <p>Other treatments e.g. complementary therapy and cosmetic treatments should be arranged outside normal working hours. Where it is not possible employees may be granted unpaid leave.</p>  |                   |   |

### 3.6 Leave for Public Duties

| Reason for Absence   | Period of Absence  | Paid or Unpaid   |
|--|--|--|
| Jury Service   | As required  | Paid<br>Employees are required to claim loss of earnings from the Court and an equivalent amount will be deducted from the employee's salary |
| Academy Governing Body Duties  | As necessary   | Paid   |
| Attendance as a school Governor at another school or other Public duties | Up to 5 days per year<br>Unpaid leave may also be agreed | Paid   |

|  |              |   |
|--|--------------|---|
| Witness in Court or Tribunal   | As necessary | Unpaid - In response to a witness summons or a subpoena.<br><br>Paid - When attending as a witness for KAT or to give evidence in relation to the discharge of their duties. The employee is acting in the course of their employment and does not require authorisation to attend. |
| Where employees attend a Court or Tribunal on behalf of a third party, including attending as a witness on behalf of another employee, they are required to do so in their own time (unpaid) |              |   |

### 3.7 Miscellaneous

| <b>Reason for Absence</b>                            | <b>Period of Absence</b> | <b>Paid or Unpaid</b>                        |
|--|--------------------------|--|
| Attending graduation ceremony for oneself            | 1 day                    | Paid   |
| Attending graduation ceremony of close family member | 1 day                    | Unpaid                                       |
| Wedding  | 1 day                    | Unpaid<br>Restricted to close relative only. |
| House move   | 1 day                    | Unpaid                                       |

### 4. Abuse of The Scheme

If a member of staff takes leave of absence without the prior consent of the Principal or fails to follow the correct absence procedures (sick or otherwise) this will warrant pay being stopped and an investigation under The School's disciplinary procedures.

If an employee believes that they are not being fairly treated or leave has been refused unreasonably the issue should be raised in accordance with the grievance procedure.

### 5 MONITORING AND REVIEW

The Trustees of Khalsa Academies Trust have the responsibility to ensure that the Head teacher and Senior Leaders implement this policy consistently.

However, all staff are responsible for keeping themselves informed of the policies and procedures.

This policy will be reviewed every two years, or earlier, if necessary.