



Special Leave Policy and Procedure

This Policy was adopted

Draft March 2020

Review Date March 2022

SPECIAL LEAVE PROCEDURE

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Section 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.

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.

Types of Special Leave

2.1 Compassionate Leave		
Reason for Absence	Period of Absence	Paid or Unpaid
Sudden serious illness of close family member or dependant	Up to 3 days per year	Paid (up to a maximum of 5 days per year)
Death of a close family member of dependant	Up to 5 days including attendance at funeral	Paid (upto 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.		

2.2 Time off for dependents		
Reason for Absence	Period of Absence	Paid or Unpaid
Time off for unexpected sudden emergencies relating to employee's dependant (e.g. child, partner, parent)	As necessary	Paid leave on first day only. Unpaid leave on subsequent days. (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.		

2.3 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 th birthday	Unpaid

2.4 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) Normally to be taken within 8 weeks of the birth)	(paid with full salary for first week). Statutory Paternity Pay for second week at £148.68)

2.5 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

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.

Support staff may be granted unpaid leave, flexi leave or time in lieu.

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)

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.

2.6 Leave for Public Duties

Reason for Absence	Period of Absence	Paid or Unpaid
Jury Service	As required	Paid 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 Unpaid leave may also be agreed	Paid

Witness in Court or Tribunal	As necessary	Unpaid - In response to a witness summons or a subpoena. 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)		

2.7 Miscellaneous		
Reason for Absence	Period of Absence	Paid or Unpaid
Attending graduation ceremony for oneself	1 day	Paid
Attending graduation ceremony of close family member	1 day	Unpaid
Wedding	1 day	Unpaid Restricted to close relative only.
House move	1 day	Unpaid

Section 3

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.