

Policy and Procedure: Staff Leave of Absence

Date of Board Approval: April 2018

Review date: February 2019



1. Introduction and Aim of Policy

1.1 Where possible it is expected that all staff will try to arrange leave of absence during the Academy ("the Academy") holiday periods. However, it is recognised that the nature of the working day and terms limits the flexibility of staff to take leave for personal reasons.

1.2 It is also important to bear in mind that requests for leave must be considered against the overall working arrangements of the different categories of staff and, in particular, the need for arrangements to be made to cover such absences.

2. Application of the Policy

2.1 This policy applies to all employees of the Academy. The intention of this policy is to consider requests for annual leave and other leave which fall outside of those covered under conditions of service other policies or legislation. For example arrangements in respect of adoption leave, maternity leave, parental leave and paternity leave can be found in the relevant policies.

2.2 Reasonable requests for leave will be considered on an individual basis by the Vice Principal or Principal. Any subsequent disputes will be resolved through the Principal or the Governors. Approval or annual leave will not be unreasonably withheld.

3. Procedure

Applications for leave can be made by completing the relevant request form.

3.1 Teachers Annual Leave:

There is no provision for annual leave entitlement for teachers. They are required by statutory order under the School Teachers' Pay and Conditions of Service Document to be available for work for 195 days each year, of which 190 shall be days on which they may be required to teach pupils.

The Senior Leadership Team should not normally receive any requests from teaching staff to take a holiday within term-time and any requests within term time should be by exception.

3.2 Support Staff Annual Leave:

Entitlement to annual leave for support staff is as specified in their individual contracts of employment. The taking of annual leave is subject to the prior approval of the Senior Leadership Team.

The provision for support staff employed on a term-time only basis is the same as for teaching staff above. The annual leave year for support staff runs from 1st April to 31st March.

4. Other Leave of Absence

4.1 The Academy will comply with any statutory regulations regarding allowance of time off for employees.

- 4.2 The Academy recognises that there may be times when employees will need to take additional time away from work and will comply with any statutory regulations regarding time off for employees.
- 4.3 Employees seeking to take leave of absence must gain approval in advance of the leave commencing, from the Senior Leadership Team.
- 4.4 In exceptional circumstances it may be necessary for employees to be absent from work before a request can be made and approved. In these circumstances the request should be made as soon as possible, with approval or non-approval of the request being made retrospectively.
- 4.5 There is no intention to remove any rights previously conveyed to employees. The granting of leave is at the discretion of the Senior Leadership Team, but approval will not be unreasonably withheld.
- 4.6 Where an employee wishes to challenge a decision, an appeal to the Principal/Governing Body should be made.
- 4.7 The granting of leave will be monitored and reviewed on a regular basis to ensure the fair and consistent application of the procedures for all employees.
- 4.8 There may be situations where paid leave is not appropriate, and in this case unpaid leave or time off in lieu arrangements may be considered.

The following are examples of leave of absence which may be requested (this is not an exhaustive list):

- Bereavement leave
 - Time off to care for dependants
 - Urgent domestic reasons
 - Jury service/witness summons
 - Justice of the Peace (Magistrate) duties
 - Other public duties
 - Personal health and welfare
 - Examination and revision leave
 - Religious observance
 - Service in non-regular armed forces/volunteer reserve services
- 4.10 If an employee takes leave without permission from the Academy, the leave will be considered unauthorised unpaid leave and may result in disciplinary action, including dismissal, being taken against the employee. Therefore, it is important that all employees follow the relevant procedures in place before taking leave (for whatever reason).