

Schools Leave of Absence Policy



Barking and Dagenham
Council of the Year 2018

School Name	Eastbury Community School
Date of Adoption:	Dates of discussion: 30 Oct 2019 – Discussion at Staffing Committee Meeting 4 Dec 2019 – Ratification at Full Governors
Chair of Governors Signature:	
Head Teacher Signature: :	

Human Resources Reviewed September 2019

These leave arrangements are recommended to Governing Bodies for adoption. Please note that Governing bodies have the option to consider exercising the discretion to provide additional entitlements. Any review or changes to existing School Policies and/or practice need to be the subject of consultation with staff and the recognised Trade Unions with the aim of seeking agreement.

This is the updated entitlement to leave of absence arrangements in Barking and Dagenham Schools agreed locally between recognised Trade Unions, Professional Associations and the Local Authority. It is intended to indicate minimum reasonable arrangements and highlight statutory entitlements. The guidance recognises the position of staff in schools whose contracts do not allow them to take annual leave in term time.

Compassionate leave	Up to 5 days paid leave in the case of serious/sudden illness or death of a near relative (plus up to 10 days absence without pay in exceptional cases) <i>A near relative includes parents, grandparents, parents in law, partner, children, brother, sister, brother or sister in law, son or daughter in law, grandchildren, and someone who has an in loco parentis relationship with the member of staff.</i>
Funeral of colleague, relative or close friend	1 day paid time off. (Up to three days where the member of staff is making the arrangements). Additional unpaid days may be granted depending on the location of the funeral, this is at the discretion of the Head Teacher.
General medical appointments (e.g. Doctor, hospital, dentist, medical screening, fertility treatments, gender re-assignment) and blood donations	Paid time off (but only if appointment outside normal working hours could not be arranged and as much notice as possible is given. Proof of appointments should be provided).
Leave to accompany a near relative/partner/close friend to doctor/hospital	1 day paid time off (only where there is a need for the patient to be accompanied and no-one else could reasonably be expected to accompany them)
Interviews	Paid time off (only for posts in local government or Education)
Religious Festivals	Time off for religious festivals should be accommodated wherever possible by granting up to 3 days per year, of which a minimum of 1 day would be paid.

Human Resources Reviewed September 2019

Moving house	1 day paid time off if it is not possible to arrange the move outside term time.
Significant Events	1 day unpaid time off for significant events which cannot take place in School holidays (e.g. weddings, graduation etc of a near relative) More than 1 day could be granted at the discretion of the Headteacher/Governing Body.

Statutory Leave Entitlement

Sick leave and pay	<p>Teachers: <u>During first year of service:</u> full pay for 25 working days and after completing four calendar months service, half pay for 50 working days <u>During the second year of service:</u> Full pay for 50 working days and then half pay for 50 working days. <u>During the third year of service:</u> full pay for 75 working days and half pay for 75 working days. <u>During fourth and subsequent years:</u> full pay for 100 working days and half pay for 100 working days.</p> <ul style="list-style-type: none"> • The above includes all aggregated teaching service with one or more local education authorities. <p>(Full and further guidance is available in the Burgundy Book).</p> <p>Non-Teachers: <u>During first year of service:</u> 1-month full pay and after completing 4 months, two months half pay. <u>During the second year of service:</u> 2 months full pay and 2 months half pay. <u>During the third year of service:</u> 4 months full pay and 4 months half pay. <u>During the fourth year of service:</u> 5 months full pay and 5 months half pay. <u>After five years of service:</u> 6 months full pay and 6 months half pay.</p> <p>You are also covered if you have previous continuous service with an organisation covered by the redundancy (Local Government) Modification orders. (these conditions will continue to be in line with the NJC green book)</p>
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Human Resources Reviewed September 2019

<p>Maternity (inc. Keep in Touch days) /Paternity/ Parental Leave/Adoption Leave & Pay.</p>	<p>The Local Authority has separate guidance for teachers and non-teachers.</p>
<p>Ante-natal care</p>	<p>Paid time off to attend for ante-natal care – must produce evidence of appointments if requested.</p>
<p>Leave for Jury</p>	<p>Must give as much notice as possible and have prior approval – Staff must inform payroll and forward necessary documents to payroll – payroll completes the documents in order for staff to be reimbursed.</p>
<p>School Governor</p>	<p>This can be used to attend meetings or corporate training arranged by the Governor Services during normal working hours</p> <p>Up to ten days paid leave</p> <p>Any additional time off in excess of 10 days above, will be unpaid.</p>
<p>Member of a public body</p>	<p>This includes Member of a local authority, statutory tribunal, police authority, board of prison visitors or a prison visiting committee, relevant education body.</p> <p>Up to ten days paid leave</p> <p>Any additional time off in excess of 10 days above, will be unpaid.</p>
<p>Dependents Leave</p>	<p>*Up to 1 day (7 hours) paid and 1 day (7 hours) unpaid as agreed with manager i.e. maximum 2 days or 14 hours absence</p> <p>* paid time-off will only be allowed on the working day on which the emergency occurs and any additional time needed i.e. into a second day, taken as unpaid absence</p> <p>For unforeseen emergencies involving dependants only i.e. to provide assistance in an emergency e.g. where a dependant falls ill, unexpected incidents involving the employee's child' during school hours or to make emergency arrangements for the provision of care or support –</p> <p>*To allow an employee to deal with the immediate problem (and to arrange alternative longer-term care where applicable) <i>where the employee's presence or attendance is crucial to resolving the problem</i> – paid time-off will only be allowed on the working day on which the emergency occurs and any additional time needed i.e. into a second day, taken as unpaid absence.</p> <p>This does not apply for situations that employees know about beforehand e.g. to accompany a child to a hospital appointment,</p>

