



Leave of Absence Policy for Staff

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Approved by the Governing Body on 21st September 2009

Signed _____

Date of Next Review

September 2012

1. Introduction

- 1.1 The Governing Body will ensure that all employees are treated equally and consistently when applying for leave of absence, in accordance with the school's Equality Policy and taking account of differing national and local conditions of employment.
- 1.2 The Governing Body has responsibility for establishing the school's Leave of Absence Policy, for ensuring that it is followed and for monitoring staff absence rates. Unauthorised absence will be dealt with under the school's Disciplinary Procedure.
- 1.3 As in the majority of cases a quick response will be required, the responsibility for implementing this policy is delegated to the Headteacher, or to the Chair of Governors in the case of applications for leave of absence from the Headteacher.
- 1.4 In applying this policy, the operational needs of the school will be paramount and, except in emergency circumstances, adequate notice of a request for leave of absence must be given.
- 1.5 Any dispute or grievance about a request for leave of absence or payment during leave of absence will be dealt with through the school's Grievance Procedure.
- 1.6 Employees have certain entitlements to leave of absence in particular circumstances under their conditions of service. In other circumstances, the Governing Body will grant leave of absence on a discretionary basis in accordance with this policy.
- 1.7 This Leave of Absence Policy has been determined by the Governing Body in accordance with the policies and guidance provided by Derby City Council. It applies to all staff employed within the staffing complement of the school.

2. Leave of Absence Policy for Teachers

- 2.1 In accordance with Derby City Council's 'Scheme for Teachers Leave of Absence', the following policy applies to teachers.
- 2.2 Leave with pay for short periods may be granted in the following circumstances:
 - Urgent Compassionate Leave
For the serious illness of a near relative, paid absence for three days (which may be increased to five days) may be granted. This leave is to deal with the immediate issues and to sort out long term arrangements if necessary. If illness leads to death, leave for up to ten days may be granted. Absence for funerals is included within these arrangements.
 - Family Reasons
Paid absence for a maximum of up to three days may be granted to cover family reasons such as moving house, illness of

husband, wife or children (which is not serious illness) and weddings of near relatives.

- **Bad Weather or Other Unavoidable Cause**
When the school remains open, employees are expected to make reasonable arrangements to attend work as normal and must inform the school as soon as possible of difficulties. Alternative arrangements may be agreed with the Headteacher eg working from home or at a different location.
- **Medical and Dental Appointments**
Where possible, employees are expected to make appointments outside of school hours. Where this is not possible, reasonable paid time off will be allowed.
- **Driving Tests**
Where these cannot be arranged outside of school hours, part of a day may be granted.
- **Meetings and Associated Activities**
Appropriate time may be granted to cover:
 - Attendance at courses, conferences etc organised by approved educational bodies.
 - Sitting examinations as part of professional development.
 - Attendance at each stage of the selection procedure when applying for another post in teaching.
 - Attendance at meetings and associated activities of Examining Bodies.
 - Attendance at ceremonies, graduations, presentations etc where the teacher or a near relative is involved.
 - Participation in city, county, regional, national or international sporting or cultural event.
 - Attendance at meetings of a Diocesan Education Committee.
 - Training and associated activities with any branch of HM Forces.
 - Taking part as a candidate in the proceedings of a Local Government Election on the day of the election.
 - Attendance at any court as a witness or as a jury member.
 - Service as a Justice of the Peace or a member of a local authority or in the fulfilment of other duties of a public character.

2.3 Requests for leave without pay for short periods (up to five days) will be determined by the Governing Body. In cases of emergency, the Chair or in their absence the Headteacher will act on behalf of the governors. In considering such requests, the Governing Body will take account of the nature of the request and whether it constitutes an urgent personal difficulty, bearing in mind the teacher's professional responsibility to the children in school and the likely effect of any absence on the smooth running of the school.

2.4 Requests for leave of absence without pay for more than five days will be referred to the Education Service Personnel Section.

3. Leave of Absence Policy for All Other Staff

- 3.1 In line with guidance from Derby City Council, the following policy applies to all other staff except teachers.
- 3.2 **Bereavement Leave**
Bereavement leave is allowed when someone close (eg grandparent, parent, parent-in-law, partner, child or other dependant) has died. All employees are entitled to one day's paid bereavement leave on the day (or following day) of the death if this is a working day and one day's paid leave to attend the funeral when this takes place on a working day.
In addition, full-time employees are entitled to two days' paid leave to arrange the funeral and two days' paid leave to deal with the affairs of the deceased. These days do not have to be consecutive. Employees working less than full time hours have a proportionate amount of bereavement leave entitlement.
- 3.3 **Compassionate/Urgent Leave**
Compassionate/urgent leave is allowed for situations where employees need to deal with certain unexpected or sudden emergencies by taking immediate urgent action. The situations normally considered are:
- Family or dependant sickness: when an employee needs to make arrangements for the care of a member of their immediate family or a dependant, who is normally healthy, and who falls ill or has an accident.
- Carers: when an employee needs time off to care for a member of their immediate family because care arrangements have unexpectedly broken down and no one else is immediately available.
- Domestic crisis: when serious situations happen unexpectedly, that cannot be postponed and which directly affect the employee, requiring them to take urgent action (eg burglary, burst water pipes).
For these situations, up to two days paid leave may be granted with any further days unpaid. It is expected that, on most occasions, one or two days will be sufficient so that employees can put longer-term arrangements in place.
- 3.4 **Interviews**
Employees will be allowed time off with pay when attending job interviews within local government (this does not include the Civil Service, Statutory Bodies or the Health Service).
- 3.5 **Witness or Jury Service**
Employees will be granted appropriate time off with pay to attend court as a witness or juror. Jurors should claim for loss of earnings through the Juror's Allowance Scheme and the allowance received will be subsequently deducted from pay.
- 3.6 **Medical or Dental Appointments**
Where possible, employees are expected to make appointments outside of school hours. Where this is not possible, reasonable paid time off may be granted.

- 3.7 Requests for leave of absence for other situations will be considered by the Governing Body on an individual basis in line with current guidance from Derby City Council.

4. Application for Leave of Absence

- 4.1 Non-urgent requests for leave of absence (either with or without pay) should be made in writing to the Headteacher for consideration by the Governing Body. In the case of urgent situations, the Headteacher should be notified of first absence as soon as possible by a phone call.