



# **Lincoln Christ's Hospital School**

## **Leave of Absence Policy**

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## **1. Introduction**

- 1.1 The facility to apply for leave of absence is available to all staff employed by LCHS.
- 1.2 Application forms requesting leave of absence should be supported with relevant documents/details.
- 1.3 The guidance for leave of absence for staff does not assume an automatic entitlement to leave. The Governing Body via the Head Teacher must consider each application on its own merits and the case put forward. The needs of the individual must be balanced against the needs of the school.
- 1.4 Any LOA applications from the Head Teacher must be approved by the Chair of Governors.
- 1.5 Where appropriate consideration should always be given to an employee's holiday entitlement when considering individual requests. Where there is contractual flexibility and the leave requested is neither a statutory nor a contractual entitlement, individuals should make use of their annual leave entitlement and/or flexible working arrangements, as appropriate, before requesting unpaid leave of absence.
- 1.6 Paid leave to perform public duties may attract paid allowances from the relevant organisation. Payroll will need to deduct these allowances from the employee's full pay. Any allowance received for attendance should not generate any loss of pay to the individual.
- 1.7 It is the responsibility of the individual concerned to ensure that public duty commitments for which loss of pay can be claimed (e.g. Jury Service) are notified to the Head Teacher as soon as possible. The Head Teacher will need to notify payroll immediately of any allowances to be deducted detailing the exact amount of money.
- 1.8 Travelling and subsistence allowances will not be deducted from an employee's rate of pay.
- 1.9 The term 'close relative' should normally include spouse, partner, parent, brother, sister or child. It might be the case that applications for leave are received for non-relatives. In these cases, discretion will have to be exercised. An employee's circumstances will have to be considered on an individual basis.

## **2. Leave of absence entitlements**

- 2.1 The Conditions of Service for School Teachers in England and Wales gives some broad national agreements of leave of absence for teachers.
- 2.2 The Conditions of Service for Local Government Services gives some broad national agreements of leave of absence for Local Government employees.
- 2.3 This policy takes account of the provisions of both the conditions of service and sets them in the context of a predominantly term time only workforce. A schedule of entitlements for staff is attached at Appendix 1.

### **3. Approval procedure and other matters**

- 3.1 Any employee is entitled to submit a request for time off or leave of absence giving reasons and a minimum of five working days. The Head Teacher will give due consideration to this request based on the merits of the case, the needs of the service and the individual's contractual arrangements.
- 3.2 The application form for Leave of Absence should be completed by all staff and used for all circumstances.
- 3.3 It is the responsibility of the Head Teacher to consider requests for leave of absence from staff in their school.
- 3.4 The individual requesting leave will be notified of the decision in writing irrespective of the course of action to be adopted by returning a copy of the form to the individual.
- 3.5 Any implications arising from the decision may be discussed between the Head Teacher and the individual concerned; if so requested.

### **4. Absence without leave**

- 4.1 Staff who fail to attend their place of work (or, if homeworking, fail to make contact with their Head Teacher/line manager) and have not complied with the Sickness Absence Policy reporting procedures; or do not have prior authorised leave under the Leave of Absence Policy, will be deemed to be absent without leave.
- 4.2 If a staff member fails to contact their Head Teacher/line manager during the first day of absence, the Head Teacher/line manager will attempt to make contact with the staff member to establish why they are not at work; when they are due to return to work and remind them of the procedure for notification of absence.
- 4.3 If the Head Teacher/line manager is unable to make contact with the staff member within the first two working days of absence, the Head Teacher/line manager will write to the staff member. The letter will instruct the staff member to contact their Head Teacher/line manager or other specified contact (named) immediately; remind them of the procedure for notification of absence and indicate the possible outcome/action should no contact be made (i.e. loss of pay, disciplinary action).
- 4.4 If there has still been no contact after 5 working days of absence, the Head Teacher/line manager will write to the staff member again, using recorded delivery. The letter will require that the staff member contact the Head Teacher/line manager or other specified contact (named) by a certain date (within 2 working days of sending the letter); remind them of the procedure for notification of absence; inform them of previous attempts made by Head Teacher/line manager to contact them and inform them that with immediate effect their pay will cease and failure to make contact within the date specified may result in disciplinary action being taken against them.
- 4.5 If the staff member still fails to make contact within the specified period the Head Teacher should consider whether to require the staff member to attend an investigatory meeting to establish the facts of the case or to move straight to a disciplinary hearing. Please refer to the guidance on Disciplinary Procedures.

- 4.6 It is important that any action taken by the Head Teacher allows the staff member the opportunity to provide a satisfactory explanation.
- 4.7 Every reasonable effort will be made to contact the staff member and allow the staff member to explain themselves.

## Leave entitlements for all school based staff

<b>Note: All Requests for Leave are to be submitted to, and approved as appropriate, by the Head Teacher beforehand. In the case of the Head Teacher, requests will be made to the Chair of Governors.</b>		
<b>Type of request</b>	<b>Support Staff</b>	<b>Teachers</b>
<b>Unpaid Leave of Absence</b>	Individuals should make use of periods of school closure, their annual leave entitlements (where applicable) and flexible working hours provision as appropriate, before making such requests for unpaid leave of absence.	Where there is contractual flexibility individuals should make use of applicable paid leave entitlements, periods of school closure and flexible working hours provision, before making such requests for unpaid leave of absence.
<b>Bereavements</b>	<p>Maximum 3 days paid leave except in exceptional circumstances where individual cases will be treated on merit.</p> <p>Parents, Husband/Wife/Partner Children Any other persons deemed appropriate by the Head Teacher.</p>	<p>Maximum 3 days paid leave except in exceptional circumstances where individual cases will be treated on merit.</p> <p>Parents, Husband/Wife/Partner Children Any other persons deemed appropriate by the Head Teacher.</p>
<b>Funerals</b>	<p>One day paid leave. (additional to Bereavement Leave where applicable)</p> <p>Husband/Wife/Partner Son/Daughter Parents Parents-in-law Brothers/Sisters Grandparents</p> <p>Funerals other than above may be approved with or without pay at the discretion of the Head Teacher.</p>	<p>One day paid leave. (additional to Bereavement Leave where applicable)</p> <p>Husband/Wife/Partner Son/Daughter Parents Parents-in-law Brothers/Sisters Grandparents</p> <p>Funerals other than above may be approved with or without pay at the discretion of the Head Teacher.</p>
<b>Medical appointments</b>	<p>Individuals should make use of periods of school closure, annual leave entitlements (where applicable) and flexible working hours provision as appropriate before making such requests for doctors or dentists appointments.</p> <p>May be approved with or without pay at the discretion of the Head Teacher.</p>	<p>Individuals should make use of periods of school closure, annual leave entitlements (where applicable) and flexible working hours provision as appropriate before making such requests for doctors or dentists appointments.</p> <p>May be approved with or without pay at the discretion of the Head Teacher.</p>
<b>Weddings</b>	<p>Wedding of an immediate member of family , (i.e. child, brother, sister, parent) may be approved by the Head Teacher with pay.</p> <p>Wedding other than above – one day.</p>	<p>Wedding of an immediate member of family,( i.e. child, brother, sister, parent) may be approved by the Head Teacher with pay.</p> <p>Wedding other than above – one day.</p>

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Type of request	Support Staff	Teachers
	Without pay.	Without pay.
<b>Degree Graduation ceremonies</b>	Graduation ceremony of self or any immediate family member receiving degree/award/prize, 1 day with pay.	Graduation ceremony of self or any immediate family member receiving degree/award /prize, 1 day with pay.
<b>School prize giving</b>	Parent of the child receiving the prize ½ day, with pay.	Parent of the child receiving prize - ½ day, with pay.
<b>Looking after close family in an emergency</b>	<p>A maximum of 5 separate occasions for emergency cover per annum with pay. This must not exceed 5 working days in total.</p> <p>Husband/Wife/Partner Son/Daughter Parents Parents-in-law Brothers/Sisters Grandparents</p> <p>Family other than above may be approved with or without pay at the discretion of the Head Teacher.</p>	<p>A maximum of 5 separate occasions for emergency cover per annum with pay. This must not exceed 5 working days in total.</p> <p>Husband/Wife/Partner Son/Daughter Parents Parents-in-law Brothers/Sisters Grandparents</p> <p>Family other than above may be approved with or without pay at the discretion of the Head Teacher.</p>
<b>Observance of Religious Festivals</b>	<p>Requests for leave of absence/time off for employees who want to attend/observe religious festivals will be accommodated wherever possible</p> <p>As some religious/belief festivals are aligned with lunar cycles, dates can change from year to year, therefore the dates for some festivals do not become clear until quite close to the actual day. Discussion and flexibility between managers and staff is essential to reach a mutually acceptable compromise.</p>	<p>Requests for leave of absence/time off for employees who want to attend/observe religious festivals will be accommodated wherever possible</p> <p>As some religious/belief festivals are aligned with lunar cycles, dates can change from year to year, therefore the dates for some festivals do not become clear until quite close to the actual day. Discussion and flexibility between managers and staff is essential to reach a mutually acceptable compromise.</p>
<b>Employment Interviews</b>	Time off with pay.	Time off with pay.
<b>Attendance at approved courses</b>	As may be approved by Head Teacher, with pay.	As may be approved by Head Teacher, with pay.
<b>Approved Examinations</b>	<p>For each half day of approved examination - half day's paid leave.</p> <p>Other than approved, without pay.</p>	<p>For each half day of approved examination - half day's paid leave.</p> <p>Other than approved, without pay.</p>

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Type of request	Support Staff	Teachers
	Sitting for an approved examination – not more than 5 days – only to be exceeded in exceptional circumstances as approved by Head Teacher. Without pay.	Sitting for an approved examination – not more than 5 days – only to be exceeded in exceptional circumstances as approved by Head Teacher. Without pay.
<b>Attendance at examiners meetings</b>	N/A	Attendance at meetings of examiners of GCSE or other recognised examination – as may be essential with the approval of the Head Teacher. With pay.
<b>Statutory Tribunals</b>	Paid leave of absence if attending in official capacity. School to deduct any allowance received.	Paid leave of absence if attending in official capacity. School to deduct any allowance received.
<b>Trade Union Courses/ Seminars/ Conferences</b>	Union Reps and Headteacher should discuss reasonable time off and come to an agreement about it.	Union Reps and Headteacher should discuss reasonable time off and come to an agreement about it.
<b>National educational conferences</b>	N/A	Conferences on educational matters, as may be permitted. With salary.
<b>Governing Body (Member of) (All Employees)</b>  <b>*See Appendix 3</b>	Attendance at a meeting of a Governing Body, as necessary, with pay.  Attendance at a meeting as an elected or co-opted member of a Local Governing Body as may be considered necessary. With pay.	Attendance at a meeting of a Governing Body as necessary, with pay.  Attendance at a meeting as an elected or co-opted member of a Local Governing Body as may be considered necessary. With pay.
<b>Duties of Justice of the Peace</b>	Paid leave of absence.  School to deduct any allowance received.	Paid leave of absence.  School to deduct any allowance received.
<b>Jury Service (All Employees)</b>	With pay. Employee to claim any Juror's Allowance.  Such amount received to be deducted from pay.	With pay. Employee to claim any Juror's Allowance.  Such amount received to be deducted from pay.
<b>HM Non Regular Forces (Service in) (All Employees)</b>	Attendance at annual camp as volunteer member of Territorial Army or Officer of a Cadet Force. Not more than two weeks with discretion in special cases, with salary.  Members of the non-regular forces who are required to undertake additional training should arrange for this training to be carried out on days where they would not normally be working. If this is not possible, mutually acceptable dates may be agreed and leave granted with or without pay.	Attendance at annual camp as volunteer member of Territorial Army or Officer of a Cadet Force. Not more than two weeks with discretion in special cases, with salary.  Members of the non-regular forces who are required to undertake additional training should arrange for this training to be carried out on days where they would not normally be working. If this is not possible, mutually acceptable dates may be agreed and leave granted with or without pay.

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<b>Type of request</b>	<b>Support Staff</b>	<b>Teachers</b>
<b>Special Constables</b>	Paid leave of absence. School to deduct any allowance received	Paid leave of absence. School to deduct any allowance received
<b>Retained Fire Fighters</b>	Paid leave of absence. School to deduct any allowance received	Paid leave of absence. School to deduct any allowance received
<b>House Removal</b>	1 day with pay.	1 day with pay.
<b>Maternity/ Paternity/ Adoption Leave</b>	Please refer to relevant document.	Please refer to relevant document.
<b>Special Leave</b>	<p>Special leave, for reasons other than those covered in this document is at the discretion of Head Teacher, with or without pay.</p> <p>Urgent private or family business – as may be approved by Head Teacher. With or without pay.</p>	<p>Special leave, for reasons other than those covered in this document is at the discretion of Head Teacher, with or without pay.</p> <p>Urgent private or family business – as may be approved by Head Teacher. With or without pay.</p>
<b>Urgent personal appointments which could not have been scheduled for a non-working day or within annual leave, eg dentist, optician, driving test.</b>	Time off with pay	Time off with pay

**In all instances of absence, the member of staff is expected to set appropriate cover work for their classes and duties. Failure to do so may result in a referral to the Disciplinary Policy.**

## Appendix 2

### Time off for Governance Duties

#### Context

All school governors are volunteers and give a great deal of their own time to support our school. In order to fulfil the role they are encouraged to be well-informed about the school and to become involved on several levels. These include the full governing body meetings, committee meetings, staff appointments and visits to the school during the working day to learn more about the curriculum and the life of staff and pupils.

#### Entitlements

Employers are required in law to allow “reasonable time off” to conduct their duties. However, there is no requirement in law for this to be with pay. Some of our governors are fortunate to have employers who allow them time off with pay. Some, however, use their holiday entitlement to do this. We may also have staff who are governors at other schools, which is a commitment we wish to support and value.

It is recommended that, during the course of an academic year and after negotiation with line managers, the following time off with pay should be allowed:

- A maximum of one day\* per year for visiting the school for information gathering.
- For a limited number of governors, particularly chairs, a maximum of three days per year for staff appointments.

Any other commitments should be met through other strategies such as holiday entitlement, flexitime or time off without pay. As governor training sessions are always offered in the evening, it is expected that employees will be able to attend training without it affecting their paid employment.

\*One day may be taken in 2 half days, or several parts of day.