



*“Every Opportunity for Every Child”*

# Alpha Trust

## Leave of Absence Policy



### Alpha Trust Policy & Procedures No: AT P2

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*Leave of Absence Policy*  
*A model for Multi-Academy Trusts*

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September 2020: Inclusion of new statutory bereavement leave

September 2022: Minor amendments to list of public bodies / public duties

This model provides a framework for Multi Academy Trusts to establish a Leave of Absence Policy (the "**Policy**"). As the overarching employer, each Trust must establish a single Leave of Absence Policy which operates across all academies in the Trust.

Staff were consulted on the Leave of Absence Policy at [insert school name] on:

.....

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## Alpha Trust Leave of Absence Policy

This Leave of Absence Policy has been developed to assist Alpha Trust Academy leadership teams and Local Governing Boards (LGBs) to manage leave of absence and create a culture of attendance, underpinned by clear reporting procedures and active management and monitoring of absence throughout each Academy. This Leave of Absence policy should be read in conjunction with the Alpha Trust Sickness and Absence Management Procedure.

### 1. Introduction and scope

This policy sets out how requests for leave of absence will be managed. The Trust recognises that on occasion there may be circumstances where employees need to request time off during term time. If this is the case, employees must ensure this policy is followed when making such a request. Each request will be considered on its own merits in accordance with this policy. Where an individual makes excessive requests for leave of absence this will be monitored by the Trust and any appropriate action taken. The policy applies to all Trust employees including those employed to work in individual academies within the Trust and to staff who are employed to work centrally and/or support several or all Trust academies. It does not apply to volunteers or individuals supplied through an agency or third party.

Leave of absence falls into three main categories for the purposes of this policy. The tables in the Appendices attached to this policy detail the types of leave of absence that may be requested and indicate whether the leave of absence is:

- Statutory - *where there is a legal entitlement to some leave*
- Contractual - *where there is an entitlement as part of the employees' terms and conditions*
- Discretionary - *where there is no entitlement but the Trust may agree to grant leave of absence after considering the circumstances.*

For statutory and contractual leave, the table sets out the legal/contractual entitlement to leave and whether leave is paid or unpaid.

Where leave of absence is discretionary the request will be considered and a decision made as to:

- Whether to grant the leave
- How much leave to grant
- Whether the leave will be paid or unpaid

Once a decision has been made, this will be communicated to the employee as soon as possible.

### 2. Procedure for applying for leave of absence

Requests for leave of absence should be submitted by completing an Absence Request form (a suggested template is to be found at the end of this policy). Copies of the form are also available from the administration office in each Alpha Trust academy.

Applications should be submitted to:

Academy Employee	Line Manager Head of School Principal
Principal	Chair of Governors (from LGB or Trust Board) CEO
Trust Employee (Central Services)	Line Manager CEO

Note: The term 'Principal' is used to identify the person with responsibilities of headship within each Alpha Trust Academy, who may be referred to locally as Headteacher, Principal, Executive Headteacher, Executive Principal, Head of School or Associate Principal.

Employees must give as much information as possible when considering the request and indicate whether they are requesting paid or unpaid leave to assist in considering the request and making a decision.

### 3. Notice requirements

Specific notice periods are mandatory for some types of leave (e.g. maternity, paternity leave) and these are indicated in the leave tables (see Appendices 1-5), together with the reference point for further information.

For all other leave, employees should request leave of absence with as much notice as possible, and in any case in accordance with following timescales.

Length of leave of absence requested	Minimum Notice required
Up to 5 days	1 week
5 days and over	1 month

### 4. Emergency leave requests

In certain circumstances it may not be possible for the employee to request the leave of absence, in writing, in advance.

In these circumstances the employee should follow the agreed procedure in their Alpha Trust Academy. See Appendix 7 for each Alpha Trust school's procedure.

An initial decision whether leave of absence is granted to cover the initial emergency situation will be made and notified verbally to the employee. A written record of the details of the request for leave of absence and the decision regarding the granting of any leave of absence will be made. The record will be signed by the employee on their return to work. This will then be kept on the employee's personal file.

## 5. Considering leave of absence requests

The appropriate person, upon receipt of a leave of absence request, will consider the request in line with this leave of absence policy, the particular circumstances of the case and any operational requirements of the establishment. They will also take into account any other relevant factors including:

- how many previous requests have been made by the employee and for what reason
- whether any previous requests for absence in the same circumstances have been approved, how many, for how long and whether the leave was paid or unpaid
- how similar requests from other employees have been dealt with
- whether they are setting a precedent for how similar requests will be dealt with in future

The appropriate person will notify the employee in writing, as soon as possible, of the decision. The approval section on the Absence Request form should be completed and signed and a copy of the form will be provided to the employee.

If the request is not agreed the employee will be notified that they have the right to appeal against the decision.

The request for leave of absence and a copy the decision will be placed on the employee's personal file.

## 6. Appeals

Employees have the right to appeal against a refusal to approve a leave of absence request or against a refusal to approve paid leave (where the time off has been granted as unpaid leave). Appeals should be submitted within 5 days of receiving the decision.

Any appeal lodged against a decision relating to a request for leave of absence will be heard by:

Academy Employee	Principal CEO Panel of Trustees and/or Governors
Principal	Panel of Trustees and/or Governors
Trust Employee (Central Services)	CEO Trust Panel

Note 1: The term "Principal" is used to identify the person with responsibilities of headship within each Academy, who may be referred to locally as Headteacher, Principal, Executive Headteacher, Executive Principal, Head of School or Associate Principal.

The employee and their chosen representative (normally a representative from a recognised trade union or work colleague) may attend any such appeal meeting to make representation.

The decision of the Appeals Committee will be final.

## 7. Unauthorised leave of absence

Employees who take time off work without following the appropriate procedure for requesting leave and/or who take time off without receiving appropriate approval may be subject to disciplinary action in line with the disciplinary procedure.

Employees who take unauthorised absence will not receive payment for such absence other than in exceptional circumstances.

## 8. Impact on Pension

When a Pension Scheme member has authorised unpaid leave of absence, the period of any such leave will not count towards their Pension.

Members of Staff are responsible for obtaining information about how to make up any lost pension and for making any arrangements:

- Members of the Local Government Pension Scheme can buy back any period of authorised unpaid leave through an Additional Pension Contribution (APC) contract.

<http://www.lgps2014.org/content/how-do-i-buy-extra-or-lost-pension>

If you elect to enter into an APC contract within 30 days of the unpaid leave, your employer will pay 2/3 of the cost and you will pay 1/3. Further information: <http://www.lgps2014.org/>

- Members of the Teachers' Pension Scheme can purchase additional pension subject to a minimum amount. Further information: <https://www.teacherspensions.co.uk/>

## 9. Data Protection

When an employee makes a request for leave of absence under this policy, the Trust will process any personal data collected (including written records of meetings held under this process) in accordance with its data protection policy. In particular, the Trust will only record personal information required to deal with the employee's request for leave of absence and keep this information only for as long as necessary to deal with the request. Data collected as part of a leave of absence request is held securely and accessed by, and disclosed to, individuals only for the purposes of responding to leave of absence requests.

On the conclusion of the process, data collected will be held in accordance with the Trust's retention schedule. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Trust's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Trust's disciplinary procedure.

## Appendix 1: Table of family related leave

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<p><b>Adoption leave</b></p>	<p>Subject to meeting the relevant qualifying conditions and notice requirements employees who have been newly matched with a child for adoption by an approved adoption agency and who will be the primary adopter are entitled to 26 weeks ordinary adoption leave followed by up to 26 weeks additional adoption leave. The secondary adopter may be entitled to paternity leave and/or shared parental leave.</p> <p>The employer and employee can also agree to up to a maximum of 10 days paid 'keeping in touch' days during the period of adoption leave for the primary adopter.</p> <p>Employees who are local authority foster parents and also approved as prospective adopters and who have a child placed with them in a "foster to adopt" situation will be entitled to adoption leave if they are the primary adopter.</p> <p>Employees who intend to apply for a parental order and expect to become the child's legal parents in a surrogacy situation may be entitled to adoption leave (primary adopter) and/or paternity/shared parental leave (secondary adopter) subject to meeting the eligibility criteria.</p>	<p>Statutory. Mandatory notice requirements apply.</p>	<p>Statutory - paid/unpaid subject to qualifying conditions.</p> <p>Eligible employees may also be entitled to contractual adoption pay.</p>	<p>Employees should contact the office for more information</p> <p>(Manager/admin. See adoption/shared parental leave toolkit)</p>

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Pre - Adoption meetings</b>	<p>Adopters have a statutory right to time off to attend pre-adoption meetings. The purpose of the request for time off must be to meet with a child/children matched for adoption with the employee or for another purpose connected to the adoption.</p> <p>The entitlement is to paid time off to attend up to five meetings for the 'primary' adopter. The 'secondary' adopter is entitled to unpaid time off to attend up to two meetings. Employees are encouraged to arrange appointments outside their working hours wherever possible. There is no statutory right to further pre-adoption leave but requests may be considered on a discretionary basis.</p>	Statutory – time off should not exceed 6.5 hours per appointment.	Statutory paid (primary adopter) / unpaid (secondary adopter)  Pay is discretionary if any further leave is approved.	Employees should contact the office for more information.  (Manager/admin. See adoption toolkit)
<b>Ante-natal Care (for pregnant employees)</b>	All pregnant employees have a statutory right to reasonable paid time off work for ante-natal care but are encouraged to arrange appointments outside of their working hours wherever possible. Antenatal care may include relaxation and parent-craft classes if they have been recommended by a doctor or midwife.	Statutory – reasonable time off	Statutory - paid	(Manager/admin. See maternity toolkit)
<b>Ante-natal Care (requests for time off made by fathers to be/ partners and nominated carers)</b>	<p>All employees in a qualifying relationship with a pregnant woman or her expected child (including spouse, civil partner and person in a long term relationship with the pregnant woman) are entitled to take time off during their working hours in order to accompany the woman to two ante-natal appointments. The appointments must be made on the advice of a registered medical practitioner, midwife or registered nurse.</p> <p>Employees who intend to apply for a parental order and expect to become the child's legal parents in a surrogacy situation have the right to unpaid time off work to accompany the birth mother to up to two antenatal appointments.</p> <p>Any time off requested to attend further ante-natal appointments will be at the discretion of the employer.</p>	Statutory – two appointments not exceeding 6.5 hours per appointment.	Statutory – unpaid  Pay is discretionary	(Manager/admin. See maternity toolkit)

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Parent craft and routine antenatal classes</b>	Requests to attend parent craft classes or routine antenatal classes which have not been specifically recommended by a doctor or midwife (see ante-natal care above) and which cannot be arranged for outside normal working hours may be considered at the discretion of the employer.	Time off is discretionary	Pay is discretionary	Manager/admin. See maternity toolkit)
<b>Bereavement leave/ Time off to attend funerals</b>	<p>Parental Bereavement Leave with effect from 6<sup>th</sup> April 2020 is available for eligible parents.</p> <p>Requests for time off due to the bereavement and to attend the funeral will be considered on a discretionary basis.</p> <p>NB: “time off in consequence of death of dependent” to make necessary arrangements is covered by time off for dependents leave.</p>	<p>1-2 weeks within 56 weeks of child’s death</p> <p>Time off is discretionary</p> <p>Statutory – reasonable time off</p>	<p>Statutory pay subject to qualifying service and earnings</p> <p>Pay is discretionary</p>	<p>Parental Bereavement Leave Guidance available (from Juniper)</p> <p>See, Time off for dependents</p>
<b>Childcare (time off to make alternative child care arrangements)</b>	<p>Time off to set up alternative care arrangements when a child’s normal carer is suddenly unable to provide care or when normal childcare arrangements are not available is covered under time off for dependants.</p> <p>NB the statutory right does not include a right to time off to provide care beyond a reasonable amount necessary to deal with the immediate crisis.</p>	<p>Statutory – reasonable time off to deal with the emergency</p> <p>Any time off beyond immediate crisis - discretionary</p>	<p>Pay is discretionary</p> <p>Pay is discretionary</p>	<p>See, Time off for dependants</p>

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Time off for Dependants</b>	<p>Employees have a statutory right to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements. The emergency must involve a dependent of the employee.</p> <p>A dependant is defined as the employee’s parent, wife, husband or partner, child, or someone who lives as part of the family, but not the employee’s tenant, lodger or boarder.</p> <p>It also includes someone for whom the employee is the main carer. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.</p> <p>NB the statutory right does not include a right to time off to provide care beyond a reasonable amount necessary to deal with the immediate crisis.</p>	Statutory – there is no set period and the length of leave authorised will depend on individual circumstances, and leave for this reason may be offered in addition to other discretionary leave.	Pay is discretionary	
<b>Domestic crisis / damage to property</b>	In exceptional circumstances it may be necessary and unavoidable for an employee to request leave to deal with a domestic crisis (which may include serious damage or disruption to property).	Time off is discretionary	Pay is discretionary	

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Elder care</b>	<p>Requests for time off to deal with unexpected emergencies to care for an elderly person who is an immediate family member or other elder dependent cared for by the employee is covered under time off for dependants.</p> <p>NB the statutory right does not include a right to time off to provide care beyond a reasonable amount necessary to deal with the immediate crisis.</p>	<p>Statutory – reasonable time off</p> <p>Any time off beyond immediate crisis - discretionary</p>	<p>Pay is discretionary</p> <p>Pay is discretionary</p>	<p>See time off for dependants</p>
<b>Fertility treatment</b>	<p>Each request will be considered individually in the context of the particular circumstances.</p>	<p>Time off is discretionary</p>	<p>Pay is Discretionary</p>	<p>For support staff on LG conditions see Green book – this recommends reasonable time off arrangements for employees undergoing fertility treatment.</p>

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Foster care</b>	<p>Requests for leave by foster carers to attend meetings and/or attend training commitments may be considered on a discretionary basis.</p> <p>Foster carers who are also approved as prospective adopters may be entitled to adoption leave (and to attend pre-adoption meetings), if they have a child placed with them in a “foster to adopt” situation and they will be the primary adopter.</p>	<p>Time off is discretionary</p> <p>Statutory – subject to meeting the qualifying conditions.</p>	<p>Pay is discretionary</p> <p>Statutory - paid/unpaid subject to qualifying conditions.</p> <p>Eligible employees may also be entitled to contractual adoption pay.</p>	<p>(Manager/admin: for further information on foster to adopt arrangements see adoption toolkit).</p>
<b>Graduation of child/partner</b>	<p>Requests for leave to attend the graduation ceremony of a child/partner will be considered on a discretionary basis.</p>	<p>Time off is discretionary</p>	<p>Pay is discretionary</p>	
<b>Illness/Injury of family members</b>	<p>Requests for leave due to the illness or injury of family members (outside the statutory right to reasonable unpaid time off to care for dependants) may be considered, on a discretionary basis.</p>	<p>Time off is discretionary</p>	<p>Pay is discretionary</p>	

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Maternity Leave</b>	<p>Subject to meeting the relevant qualifying conditions and notice requirements employees are entitled to 26 weeks ordinary maternity leave followed by up to 26 weeks additional maternity leave.</p> <p>The employer and employee can also agree to up to a maximum of 10 days paid 'keeping in touch' days during the period of absence.</p>	<p>Statutory.</p> <p>Mandatory notice requirements apply.</p>	<p>Statutory - paid/unpaid subject to qualifying conditions</p> <p>Eligible employees may also be entitled to contractual maternity pay.</p>	<p>Employees should contact the office for more information. (Manager/admin. See maternity toolkit)</p>
<b>Maternity support leave (support staff on LG Conditions)</b>	<p>Maternity support leave of 5 days shall be granted to the child's father or partner or nominated carer of an expectant mother at or around the time of birth.</p>	<p>5 days – mandatory for staff on Local Government conditions of service</p>	<p>Pay is mandatory due to Local Government conditions of service</p>	<p>((Manager/admin. See maternity toolkit)</p>
<b>Maternity support leave (teaching staff and other staff not on LG conditions)</b>	<p>There is no entitlement to maternity support leave for teaching staff although requests for leave from the child's father or partner or nominated carer of an expectant mother at or around the time of birth may be considered on a discretionary basis.</p>	<p>Time off is discretionary</p>	<p>Pay is discretionary</p>	<p>(Manager/admin. See maternity toolkit)</p>

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Parental leave</b>	The right to parental leave entitles all eligible employees who have completed one year's qualifying service to take a period of unpaid leave to care for each child under 18 years of age. Parental leave is for parents, adoptive parents and guardians to care for their children. Parental leave must normally be taken in blocks of one week.	Statutory - 18 weeks in total for each eligible child. Mandatory notice requirements apply.	Statutory - unpaid	(Manager/admin. See parental toolkit)
<b>Paternity Leave</b> <u>(See also Maternity Support leave above)</u>	<p>Paternity leave is available for eligible fathers/partners and adoptive fathers/partners. The provisions extend to an adoptive mother or the partner of an adoptive father, who may take paternity leave if the other partner chooses to take any entitlement under the statutory adoption leave provisions.</p> <p>Additional Paternity Leave (NB only applicable for parents of children born or adopted on or before 4<sup>th</sup> April 2015 – parents of children born or adopted on or after 5<sup>th</sup> April 2015 may be eligible for Shared Parental Leave – see below). Subject to meeting the relevant qualifying conditions and notice requirements employees are entitled to up 26 weeks Statutory Additional Paternity Leave for a child born after 3 April 2011 if the partner has returned to work.</p>	<p>Statutory - up to 2 consecutive weeks leave for each pregnancy or adoption (regardless of number of babies born or children adopted)</p> <p>Statutory( if eligible)</p>	<p>Statutory paid (2 weeks SPP or 1st weeks full pay Mat. Support Leave 2nd week SPP)</p> <p>May be entitled to receive Additional Statutory Paternity Pay</p>	<p>Employees should contact the office for more information</p> <p>((Manager/admin. See paternity toolkit)</p> <p>Employees should contact the office for more information. (Manager/admin. See paternity toolkit)</p>

Type of Absence	Details of leave provision	Statutory or Discretionary Leave	Paid / Unpaid	Further information
<b>Shared Parental Leave (SPL)</b>	<p>Parents of children born or placed for adoption after 5<sup>th</sup> April 2015 may be eligible to take SPL, subject to meeting eligibility and notice requirements. SPL is available where the mother/primary adopter brings their maternity/adoption leave to an end early (at any point after the initial 2 week compulsory period of leave) and then parents decide how to apportion the remaining weeks of pay and leave between them.</p> <p>SPL may only be taken during the year following birth/adoption placement.</p>	<p>Statutory – maximum of 50 weeks leave (less any period of maternity/adoption leave already taken) may be used as shared parental leave, subject to meeting eligibility criteria</p>	<p>Statutory - paid/unpaid subject to qualifying conditions</p>	<p>Manager/admin – see Shared Parental Leave toolkit.</p>
<b>Surrogacy</b>	<p>An employee acting as surrogate mother is entitled to maternity leave subject to meeting the eligibility criteria.</p> <p>An employee taking parental responsibility for a child born by a surrogate is not entitled to maternity leave but may be entitled to adoption leave and/or shared parental leave subject to meeting the eligibility criteria. Employees who are intended parents by virtue of a surrogacy arrangement are entitled to unpaid time off to attend up to 2 ante-natal appointments of the surrogate not exceeding 6.5 hours per appointment (see ante-natal care above).</p>	<p>Statutory subject to meeting eligibility criteria</p> <p>Statutory subject to meeting eligibility criteria</p> <p>Statutory</p>	<p>Statutory - paid/unpaid subject to qualifying conditions</p> <p>Statutory - paid/unpaid subject to qualifying conditions</p> <p>Statutory - unpaid</p>	<p>(Manager/admin. See maternity toolkit)</p>

**Appendix 2: Table of health-related leave**

Type of absence	Details of leave provision	Statutory or discretionary leave	Paid / Unpaid
<b>Blood donors</b>	Subject to operational requirements employees may request reasonable time off on a discretionary basis.	Time off is discretionary	Pay is discretionary
<b>Cancer screening</b>	For routine cancer screening (for example cervical cancer screening and breast examinations) employees should make all reasonable efforts to arrange appointments outside working time. Where this is not possible, or where the screening is non-routine, leave of absence will be granted for the purpose of attending such appointments.	Time off as and when – mandatory due to conditions of service for support staff (Green Book)  Time off is discretionary for teachers.	Paid – mandatory due to conditions of service for support staff  Pay is discretionary for teachers
<b>Dental treatment</b>	For all routine dental appointments employees should make all reasonable efforts to arrange appointments outside working time. If emergency or urgent treatment is required employees may request leave during the normal working day and such requests will be considered on a discretionary basis.	Time off is discretionary	Pay is discretionary



**Appendix 3: Table of Public service and duties leave**

Type of absence	Details of leave provision	Statutory or discretionary leave	Paid/Unpaid	Further information
<b>Court / Employment Tribunal Appearances</b>	Employees who are required to attend court as a witness, juror or because they are pursuing a claim or are the subject of criminal proceedings must notify their manager as soon as they receive the hearing date or a witness summons.	Time off is discretionary (except where a witness summons is produced by the employee when the employer should release the employee to attend the hearing)	Pay is discretionary.	Employees may wish to contact the relevant court/tribunal to obtain information as to whether they may recover their travel and expenses.
<b>Jury service</b>	All employees must be allowed to take time off for jury service. Under national conditions of service employees are entitled to receive paid leave of absence for jury service.	Statutory right to leave for the duration of jury service	Contractual - paid.  Under LG and teacher terms and conditions paid leave, less the loss of earnings entitlement under the Juror's Allowance Regulations.	The employee and payroll will need to complete a loss of earnings form.

Type of absence	Details of leave provision	Statutory or discretionary leave	Paid / Unpaid leave	Further information / reference
<p><b>Public bodies (service on) and public duties</b></p>	<p>Justices of the Peace/Magistrates</p> <p>Members of a local authority/local councillors</p> <p>Members of a statutory tribunal e.g. an Employment Tribunal</p> <p>Members of a relevant health body/authority for example health trusts</p> <p>Members of a relevant education authority for example Maintained school or college Governing Body (i.e. School Governors) (n.b School Governors at Academies are not currently included in this right)</p> <p>Members of the prison independent monitoring boards</p> <p>Members of a panel of lay observers who monitor conditions for prisoners under escort and in court custody.</p> <p>Members of Teaching Regulation Agency (formerly National College for Teaching and Learning)</p> <p>Members of the Environment Agency</p> <p>Members of Visiting Committees for the immigration detention estate.</p> <p>Members of Visiting Committee appointed to monitor short-term immigration holding facilities.</p>	<p>Statutory right to a “reasonable” amount of time off, to be agreed between the employee and employer beforehand.</p> <p>The amount of time that may be considered reasonable should be based on:</p> <p>How long the duties might take</p> <p>The amount of time the employee has already had off for public duties</p> <p>How the time off will affect the organisation</p> <p>Employers may refuse time off if they consider it is unreasonable</p>	<p>Contractual Paid leave.</p> <p>Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the Trust.</p>	<p>See references to Green Book and Burgundy Book for jury service (in section above) which also covers service on public bodies.</p>

Type of absence	Details of leave provision	Statutory or discretionary leave	Paid / Unpaid	Further information / reference
<b>Reservists – time off for training</b>	<p>Volunteer reservists (e.g., members of the Territorial Army) may request time off to carry out training. There is no statutory entitlement to time off for training. Employers may consider such requests on a discretionary basis.</p> <p>N.B., Reservists who are mobilised must be given time off, unless their employer believes their absence would cause serious harm to their organisation.</p> <p>In these circumstances, employers have the right to seek exemption from it, or to defer or revoke the mobilisation.</p> <p>Employers may be eligible to claim expenses in respect of additional costs incurred whilst replacing a reservist (to a maximum of £110 per day). Employers may also be able to receive a payment of up to £500 per month for each full month a reservist is absent from work (pro-rated for parts of month and part time workers).</p>	<p>Time off is discretionary.</p>	<p>Pay is discretionary</p>	<p>N.B All contracts of employment state that employees must not volunteer for service in HM forces without seeking prior approval from their employer.</p> <p>Further information on employing reservists can be found in our toolkit and on <a href="http://www.sabre.mod.uk">www.sabre.mod.uk</a></p>
<b>Trade Union Representatives –requests for time off to act as a companion to another employee attending a disciplinary or grievance</b>	<p>Trade Union representatives have a statutory right to take a reasonable amount of paid time off to accompany a worker at a disciplinary or grievance hearing so long as they have been certified by their union as being capable of acting as a worker’s companion. The right to time off only applies where the person being accompanied is employed by the same employer as the certified companion.</p>	<p>Statutory – “reasonable” time off.</p>	<p>Statutory - paid</p>	<p>See ACAS Code of Practice - Time off for trade union duties and activities</p>

Type of absence	Details of leave provision	Statutory or discretionary leave	Paid / Unpaid	Further information / reference
<p><b>Trade Union Duties</b></p>	<p>Employees who are elected union representatives of an independent trade union recognised by their employer for collective bargaining purposes are entitled to reasonable time off during working hours to carry out certain trade union duties.</p> <p>Duties are tasks undertaken by union representatives on behalf of the members, for example negotiating with the employer or organising elections. These duties must be on behalf of employees of the employer to be covered by the statutory right to paid time off.</p>	<p>Statutory entitlement to “reasonable” time off to carry out trade union duties.</p> <p>When considering what is reasonable, employers need to balance the right that the union representatives have to conduct their duties with the need for the efficient running of the Trust.</p>	<p>Statutory paid.</p>	<p>See ACAS Code of Practice - Time off for trade union duties and activities</p>

Type of absence	Details of leave provision	Statutory or discretionary leave	Paid / Unpaid	Further information / reference
<b>Trade Union Activities</b>	<p>Employees who are members of an independent trade union recognised by the employer in respect of that description of employee are to be permitted reasonable time off during working hours to take part in any trade union activities.</p> <p>Activities include (but are not limited to) actions taken by members in relation to their union, for example voting in elections, meeting with union representatives and attending workplace meetings.</p>	Statutory – “reasonable” time off to carry out their activities according to the agreements reached between the employer and the appropriate trade union.	<p>There is no statutory right to payment for time off to carry out trade union activities.</p> <p>Any payment for time off to carry out Trade Union activities is at the discretion of the employer.</p>	<p>See ACAS Code of Practice - Time off for trade union duties and activities</p> <p>Any Trust/Unions Agreement</p>
<b>Trade Union Learning representatives</b>	<p>Employees who are members of an independent trade union recognised by the employer can take reasonable time off to undertake the duties of a Union Learning representative, provided that the union has given the employer notice in writing that the employee is a learning representative of the trade union and the training condition is met.</p> <p>Union members are also entitled to reasonable time off for accessing the services of union learning representatives.</p>	Statutory – “reasonable” time off to carry out their duties/undergo training relevant to their functions as a Union Learning Representative.	Statutory paid	See ACAS Code of Practice - Time off for trade union duties and activities.

## Appendix 4: Table of training related leave

Type of absence	Details of leave provision	Statutory or discretionary leave	Paid/Unpaid	Further information
<b>Time off to Train</b>	<p>All employees who have worked for their employer for at least 26 weeks and whose employer has 250 employees or more have the right to request time off to undertake training which they believe will improve their effectiveness in their role and overall performance of the academy.</p> <p>Only one request may be made in any 12 month period.</p>	Discretionary - depends on the course requirements and operational needs of the Trust	Pay is discretionary – depends on the course and its benefits to the individual and the Trust	See time off to train information on the Infolink (under Leave of absence)
<b>Study leave and examinations</b>	Leave may be requested for periods of study to prepare for examinations. The employee must notify as soon as possible of dates and reasons for leave.	Time off to study for exams is discretionary	Pay is discretionary	

**Appendix 5: Table of other leave**

Type of absence	Details of leave provision	Statutory or discretionary	Paid/Unpaid	Further information
<b>Examination Board duties (release of teachers)</b>	Request from teachers for leave of absence to carry out duties/activities connected with Examining Groups/Boards will be considered on a discretionary basis	Discretionary	Pay is discretionary	Burgundy Book Appendix ii
<b>Holiday (requests during term time)</b>	<p>Requests from employees working less than 52.14 weeks for time off to go on holiday in term time will not normally be granted.</p> <p>For employees who work 52.14 weeks all requests for annual leave should be made in line with Trust procedure and appropriate notice must be given.</p>	Discretionary	<p>Discretionary</p> <p>Contractual paid leave</p>	All staff are entitled to paid annual leave. For those employees working less than 52.14 weeks annual leave is deemed to be taken during the closure periods and for 52.14 week support staff it is normally expected that holiday will be taken during closure periods.
<b>Job-seeking and retraining in a redundancy situation</b>	An employee who is under notice of redundancy (and who has been continuously employed for 2 years by the date their notice period ends) can request reasonable time off with pay to look for another job or to arrange training.	Statutory – reasonable time off	Statutory – paid (n.b regardless of how much time off an employee takes for job hunting in any week, employers are only required	

Type of absence	Details of leave provision	Statutory or discretionary	Paid/Unpaid	Further information
	N.B The Redundancy Policy gives the right to reasonable time off for interviews to staff at risk of redundancy	Contractual	to pay up to 40% of that week's pay.)  Discretionary	
<b>Interviews</b>	If an employee not at risk of redundancy requests time off to attend an interview, this will be considered on a discretionary basis.	Time off is discretionary	Pay is discretionary	
<b>Moving house</b>	Employees should make all efforts to move house outside of their normal working hours. Where this is not possible or where an employee is moving to take up his/her post at the academy, sympathetic consideration will be given to considering a leave of absence request.	Time off is discretionary	Pay is discretionary	
<b>Religious observance</b>	<p>The employer recognises the importance of religious observance and will attempt to accommodate the needs of the employee, including for example, time away from work during the day for prayer or to accommodate periods of fasting.</p> <p>Employees whose religious duties are not covered by weekends or the current statutory bank holidays may request time off for religious festivals.</p>	Time off is discretionary	Pay is discretionary	

Type of absence	Details of leave provision	Statutory or discretionary	Paid/Unpaid	Further information
<p><b>Weather – severe conditions</b></p>	<p>Where severe weather conditions prevail, employees are expected to make every effort to attend work, using alternative modes of transport where necessary.</p> <p>Where an employee, arrives at work late and/or has to leave work early as a result of the conditions, this will normally be treated as a normal full working day (unless otherwise notified).</p> <p>Employees who are genuinely unable to attend work should wherever possible and with the agreement work from home or request leave of absence which will be considered on a discretionary basis.</p>	<p>Time off is discretionary</p>	<p>Pay is discretionary</p>	



<b>DECISION</b>			
APPROVED	NOT APPROVED	WITH PAY	WITHOUT PAY
Reason for decision: ..... ..... ..... ..... ..... ..... .....			
Signed: .....		Date: .....	
<i>Return to employee</i>		<i>Date: .....</i>	
<b>Appeal</b> You have the right to appeal if your request for leave has been refused and/or paid leave has been refused. You should submit any appeal in writing, indicating the grounds for the appeal, within 5 (working) days of receipt of this decision.			



## Appendix 7: Alpha Trust Schools' Emergency Absence Request Procedures

### CCHSG

#### Absence Reporting Procedure

*First Day (Please follow 1, 2 and 3)*

1. If you are unable to attend work due to ill-health please ring the school - 01206 576973 and leave a message on the school staff absence extension by 07.45, or speak to Mrs Anne Adkinson between 07.30 and 08.00. **Contact should be made by telephone and in person unless there are particular reasons why this is not possible.**
2. **Teaching staff** should also contact their Head of Subject or line manager to inform them of their absence. Teaching staff should email cover work to [AAdkinson@cchsg.com](mailto:AAdkinson@cchsg.com), for the time they are absent, with a copy sent to the relevant Head of Subject. Cover should include homework if it is timetabled for that day.  
  
**Support staff** should contact their line manager by 08.30 to let them know they are absent.
3. **All staff** - call and speak to Dawn Frost (Associate Principal) to discuss your absence. DFR is usually available between 07.30 to 08.30 on 07523 909245 or leave a number with Anne Adkinson when you can be called during the day. If DFR is not available, then please ensure you speak to another senior member of staff on your first day of absence.

## TGS

### Staff Absence

- Linda Exley, Executive Principal is the only person who can authorise absence for any reason, medical or otherwise. She has delegated this responsibility in the first instance to Alison Tuckwell, HR Manager.
- Give as much notice as possible of any absence. All staff must complete yellow leave of absence/cover slips, which are available in the staffroom. These should be first discussed with your Line Manager and then given to Alison Tuckwell. Alison Tuckwell has been asked not to accept them if they are not signed.
- If you will be absent because of a course or other professional development, you will need to first complete a yellow (absence) and blue (course request) slip and have the former signed by your line manager before requesting the authorisation from Tessa Bates, Assistant Head (CPD).
- Even if you will be out on an activity that has been approved, you must still complete a yellow request slip. It is the responsibility of the person who will be missing the lessons to complete this. (Please do not assume that someone has done this on your behalf.)
- Staff should complete the same procedure to protect a non-contact lesson to ensure that planned meetings are not disrupted.

If for any reason an activity is cancelled and you will no longer be missing lessons, then it is up to staff to inform the HR Office, with as much notice as possible; if we have booked a supply teacher and they come in, they still have to be paid.

**If you are unwell and unable to come to work, please follow this procedure:**

### All Staff

- Telephone **not text**, Alison Tuckwell at home in the morning between 7.00 am and 7.30 am on 07434 533 027. The phone is not monitored outside of these hours and therefore contact made should be via the main office.
- Let your Line Manager know as soon as possible that you will not be in. It is important that you have their phone number with you at home.
- If your absence is for more than one day, please keep the school informed of your expected date of return by phoning Alison Tuckwell each day. Sometimes you may need to try the number more than once if it is engaged.

### Teaching Staff only

- **Cover work**
  - Teaching staff will also need to contact your Subject Leader regarding cover work for your classes.
  - You will need to let them know what work you have set, room, class, where they can find the work if it is in school and any other information they may need to know.
  - You will need to complete the school cover lesson plan form and ensure the cover outlines exactly what **MUST** be completed in the lesson and what **COULD** be in terms of expectations.
  - **All information regarding your lessons must be emailed to your Subject Leader and cover@gilberd.com.**



## MHS

The employee must make contact with the Director of Operations no later than 7.30am on the first day of the absence. Contact should be by the employee themselves by telephone unless there are particular reasons why this is not possible.

Absence through illness should be notified to the Director of Operations as soon as possible, but by 7.30am at the latest. You must phone, not just email:

Director of Operations	01206 399624	<a href="mailto:csinclair@manningtreehigh.com">csinclair@manningtreehigh.com</a>
School	01206392852 (after 8am)	<a href="mailto:School@manningtreehigh.com">School@manningtreehigh.com</a>

If the member of staff is well enough, work should be supplied. If no work arrives it is the responsibility of the HoD and staff in the department to provide work. Departments should have contingency arrangements for such situations. If the member of staff is on duty they should also let their duty leader know. If the member of staff is aware that the absence will last at least 6 school days, the school should be notified immediately. If no message is received before 3.00p.m. on the fifth day of absence, supply cover will be organised for the following day and this pattern will continue until advance notification of return is received. It is also important that your intended return to work is reported to the Director of Operations the night before.

## HFPS

### Absence Reporting Procedure

*First Day (Please follow 1, 2 and 3)*

1. **Teaching staff** should phone the Headteacher, or the Deputy Headteacher (in the event the Headteacher is unavailable) by 07:30 to inform the reason and expected duration for absence. Teaching staff are to email the Deputy Headteacher the location of or a copy of the cover work for them to inform cover personnel.
2. **LSA Support Staff** should phone the SENCO by 07.30 to let them know they are absent.
3. **Kitchen, Site or Admin Staff** – should phone the School Business Manager to inform them of any absence.
4. If in doubt or absence of working contact , phone either the Headteacher or Deputy Headteacher who will direct the information to the line manager responsible.

## TRINITY SECONDARY SCHOOL

### Staff Absence

- Linda Exley, Executive Principal and Mark Orrin, Head of School, are the only people who can authorise absence for any reason, medical or otherwise. They have delegated this responsibility in the first instance to Alison Tuckwell, HR Manager.
- Give as much notice as possible of any absence. All staff must complete yellow leave of absence/cover slips, which are available in the staffroom. These should be first discussed with your Line Manager and then given to Alison Tuckwell. Alison Tuckwell has been asked not to accept them if they are not signed.
- If you will be absent because of a course or other professional development, you will need to first complete a yellow (absence) and blue (course request) slip and have the former signed by your line manager before requesting the authorisation from Sean Harrington, Deputy Head (CPD).
- Even if you will be out on an activity that has been approved, you must still complete a yellow request slip. It is the responsibility of the person who will be missing the lessons to complete this. (Please do not assume that someone has done this on your behalf.)
- Staff should complete the same procedure to protect a non-contact lesson to ensure that planned meetings are not disrupted.

If for any reason an activity is cancelled and you will no longer be missing lessons, then it is up to staff to inform the HR Office, with as much notice as possible; if we have booked a supply teacher and they come in, they still have to be paid.

### If you are unwell and unable to come to work, please follow this procedure:

#### All Staff

- Telephone **not text**, Alison Tuckwell at home in the morning between 7.00 am and 7.30 am on 07434 533 027. The phone is not monitored outside of these hours and therefore contact made should be via the main office.
- Let your Line Manager know as soon as possible that you will not be in. It is important that you have their phone number with you at home.
- If your absence is for more than one day, please keep the school informed of your expected date of return by phoning Alison Tuckwell each day. Sometimes you may need to try the number more than once if it is engaged.

#### Teaching Staff only

- **Cover work**
  - Teaching staff will also need to contact your Subject Leader for Gilbert classes or your Line Manager for Trinity classes regarding cover work for your classes.
  - You will need to let them know what work you have set, room, class, where they can find the work if it is in school and any other information they may need to know.
  - You will need to complete the school cover lesson plan form and ensure the cover outlines exactly what **MUST** be completed in the lesson and what **COULD** be in terms of expectations.
  - **All information regarding your lessons must be emailed to your Subject Leader and cover@gilberd.com.**

#### When you return to work

After any absence that has not been authorised in advance, you will be required to have a meeting with your Line Manager. This should ideally take place on the day of return and is the responsibility of the person returning to arrange a mutually convenient time to do this. During this meeting a 'return to work' form will be completed. These are available in the staff room.