



Staff Leave and Absence Policy

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Responsibility: Finance & Premises Committee

Clyst Vale Community College

Staff Leave and Absence Policy

Clyst Vale Community College recognises and values the contribution of each member of staff to the education of the children in the College.

High levels of absence among teaching and support staff pose a serious problem for a College in terms of disruption to teaching programmes, pupils' learning and other areas of the College's work. The governing body is committed to managing attendance so that any disruption to the pupils' education or the effective running of the College is minimised. Equally it recognises that during the course of employment, colleagues will occasionally be absent from work through ill health, maternity and other authorised circumstances.

Absence of any staff employed in College during term time means some impact on the children's education. Therefore, requests from any member of staff for absence to be taken during term time must be regarded by all as the exception. Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will not be granted.

This policy gives details of entitlements of members of staff in relation to absence. Part-time staff will have the entitlement for leave from work reduced in proportion to the percentage of time they work.

Seeking Approval for Leave from Work

All staff will be required to follow the College's procedures for requesting leave of absence and for reporting absence.

Authorised paid and unpaid absence from work for the reasons given in this policy requires prior approval.

Requests for paid or unpaid leave must be made in writing to the Principal with full reasons for the request. Requests by the Principal should go to the Chair of Governors. The request should be made as soon as it is known that it will be required, and in any case not less than one full week in advance of the proposed absence, except in exceptional circumstance such as the death of a family member.

The Governing Body has given delegated authority to the Principal to approve leave of absence requests for up to five days. For anything greater the Principal must discuss each case with the Chair of the Finance and Premises Committee, or his/her representative, and act on the recommendation made.

Requests for leave of absence will be considered taking into account:

- the principles of this policy,
- the best interests of the children and the College,
- treating staff in a fair, reasonable and consistent way,
- national and local terms and conditions of employment,
- Attendance record

Where the agreements refer to relatives of the first degree, this is taken to mean - husband/wife, permanent partner, brother/sister, parent and child or the corresponding relatives-in-law. Additionally the Governing Body has decided to include grandparents or other relatives/carers who have taken on the main caring role or people who are not related but occupying a similar position in the family.

Dental and medical appointments

It is expected that staff and dependants' routine dental and medical appointments will be made out of College hours wherever possible. It is recognised that in some circumstance,

such as an appointment being expected from a hospital, that this may not always be possible. However, appointments in work time should be kept to a minimum and cause as little disruption as possible.

Emergencies involving dependants

All employees have the right to take a reasonable period of unpaid time off during working hours to deal with an emergency involving a dependant. A dependant is defined as a spouse, partner, child or parent, or someone who lives with the employee as part of his/her family, i.e. not someone who lives in the house as an employee, tenant, lodger or boarder. In the case 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.

Parental Leave

An employee with a child up to the age of 5 years, or 18 years in the case of a disabled child and with at least one year's continuous service with Clyst Vale Community College are entitled to parental leave.

Parental leave is unpaid and the maximum entitlement is 18 weeks leave (pro rata for part-time staff) for each child, in total. The leave must be taken in blocks or multiples of one week and the maximum entitlement in any leave year is 4 weeks.

Parental leave is for each child, so if twins are born each parent will be entitled to 18 weeks leave for each child.

Parents of disabled children are able to use their leave over a longer period, up until the child's 18th birthday and may take the leave a day at a time, as required.

The employee must give at least 21 days written notice of the period during which parental leave is requested.

If a father wishes to take parental leave following the birth of a child (in addition to paternity leave), he is required to give at least 21 days' notice to his employer, stating the **expected** week of commencement of the parental leave and the duration of that leave.

In the case of adoption, a parent must give at least 21 days notice stating the week in which he/she **expects** to adopt the child. The duration of the leave must also be stated.

Prior to approving the first request for parental leave the College will need to see the birth certificate, adoption paper or proof of disability living allowance.

The governing body is able to require an employee to postpone his/her parental leave for up to 6 months, where the College cannot cope. Notice of postponement will be given no more than 7 days after the request and will state the reasons for postponing the parental leave and when it can be taken. The leave must be granted for the same period as the original request and will begin on a date determined by the Principal, after consultation with the member of staff and be not more than 6 months after the date originally requested.

Parental leave cannot be postponed when the member of staff gives notice of parental leave to be taken immediately after the birth of their child or at the time of adoption.

The College will accurately record when an employee takes Parental Leave as new employers may seek a declaration of how much Parental Leave has been taken.

Reasons for Leave with Pay

Reasons for leave with pay	Teachers	Non – Teaching staff in College
Sickness	See Section 4 of the “Burgundy Book”	See Part 2, Section 10 of the “Green Book”
Annual Leave	Not Applicable	See “Green Book” for all year round staff, not applicable for term time only staff
For officials of Trade Unions to perform I.R. duties/undertake approved training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA
For Safety Representatives to perform duties and undertake associated training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA
For ante-natal care	The right to paid time off to attend for ante-natal care on production of evidence of appointments if requested. “Burgundy Book” Section 5 para 3 – Maternity Scheme	Right to paid leave - evidence of appointments e.g. appointment card, must be provided, if requested
Attendance as elected members at local authority meetings and properly established committees	Up to 20 days per year or equivalent.	Up to 144 working hours
For members of another school’s Governing Body	Up to a maximum of 4 half-days per annum depending upon the reasonableness of the request.	Up to a maximum of 4 half-days per annum depending upon the reasonableness of the request.
Magisterial duties	Minimum attendance requirement including training and membership of a statutory tribunal not exceeding 20 working days a year	Minimum attendance requirement including training and membership of a statutory tribunal not exceeding 20 working days a year
Candidates for Parliamentary Elections	Normally not more than 5 working days	Up to 3 weeks’ paid leave of absence during period up to and including polling day.
Lecturing in professional capacity on condition that all fees to be paid to College	At the discretion of the Governing Body.	At the discretion of the Governing Body up to a maximum of 12 working days.
Duties in connection with external examinations	Refer to the Burgundy Book Appendix 2. Maximum of 5 working days. Further leave of absence at the discretion of the Governing Body	At the discretion of the Governing Body up to a maximum of 5 working days. Further leave of absence at the discretion of the Governing Body

Reasons for leave with pay	Teachers	Non – Teaching staff in College
Sitting examinations relating to professional development	Employees are entitled to be paid leave of absence for up to 5 days, for the purpose of sitting for examinations concerned with the teacher's professional development to the benefit of the College.	Employees are entitled to paid for up to 5 days, leave of absence for sitting for approved examinations. Additional leave may be granted for final revision for approved examinations.
Attendance at approved conferences	At the discretion of the Governing Body subject to conference being of benefit to College and the teacher's professional development.	At the discretion of the Governing Body subject to conference being of benefit to College and the teacher's professional development.
Weddings of close relatives i.e. sibling, parent (or another family member/carer who brought up the employee) or children or corresponding relatives in law	1 day paid leave and up to 2 days additional unpaid leave at the discretion of the Principal.	1 day paid leave and up to 2 days additional unpaid leave at the discretion of the Principal.
Times of severe weather	<p>Permission to leave early should not be unreasonably refused. The Principal to ascertain whether possible for teachers to undertake work activities at home in order to fulfil their statutory obligation to work for 195 days in the College year.</p> <p>If the decision has been made by the Principal/Chair of Governors to close the College the above working practice is not applicable</p>	<p>Permission to leave early should not be unreasonably refused.</p> <p>Lost hours should be made up where annual leave cannot be taken. Unless the decision has been made by the Principal/Chair of Governors to close the College.</p> <p>If the decision has been made by the Principal/Chair of Governors to close the College the above working practice is not applicable</p>
Jury Service or attendance as a witness in Court proceedings	For the required period subject to the employee claiming for loss of earnings	For the required period subject to the employee claiming for loss of earnings.
Medical screening	For reasonable periods where attendance in College time cannot be avoided.	For reasonable periods where attendance in College time cannot be avoided.
Members of non-regular forces – annual training	Up to two weeks – the second of which is to be unpaid.	Up to two weeks (Grey Pages paragraph 4.6(g))
Potential redundancy	Reasonable time to seek alternative employment	Reasonable time to seek alternative employment
Interviews for other posts	At the discretion of the Principal	At the discretion of the Principal

Reasons for leave with pay	Teachers	Non – Teaching staff in College
Death or serious/critical illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law	Up to 5 working days.	Up to 5 working days.
Non-serious illness of an employee's child (falls under the provision of Emergency Time Off)	Under legislation (Emergency Time Off for Dependents) there is provision in the case of a sick child with a non-critical illness, for the first day to be taken unpaid after which it will be assumed that alternative arrangements for childcare will be made. However, Clyst Vale Community College allow 1 day paid, up to a maximum of 3 days in any one academic year, to enable the member of staff to nurse or make arrangements for nursing	Under legislation (Emergency Time Off for Dependents) there is provision in the case of a sick child with a non-critical illness, for the first day to be taken unpaid after which it will be assumed that alternative arrangements for childcare will be made. However, in line with teaching staff Clyst Vale Community College will pay 1 day, up to a maximum of 3 days in any one academic year, to enable the member of staff to nurse or make arrangements for nursing
Funeral of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law	1 working day.	1 working day.
House removal	1 working day with as much advance notice as possible.	1 day (term time only employees). Grey Pages 4.6(j)
Sports representation as competitor at national/ international level	At the discretion of the Governing Body.	At the discretion of the Governing body
Election duties	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.
Graduation ceremony – employee's own partner, son, daughter or close relative	1 day at discretion of Principal and additional time at the discretion of the Principal; this may be unpaid.	1 day at discretion of Principal and additional time at the discretion of the Principal; this may be unpaid.

Additional leave with pay may be granted in special circumstances by the governing body

Reasons for Leave without Pay

Reasons for leave without pay	Teachers	Non – Teaching staff in College
Court hearings – other than those covered under “With Pay” sections – including divorce proceedings, custody of children, maintenance payments and other Court appearance where teacher is defendant or involved in non-criminal proceedings	1 day at discretion of Principal	1 day at discretion of Principal
Religious devotion days	1 day at discretion of Principal.	1 day at discretion of Principal
Funerals – other than close relatives as in “With Pay” section	1 day at discretion of Principal	1 day at discretion of Principal
House removals – in excess of 1 day	1 day at discretion of Principal	1 day at discretion of Principal
Sporting representations below national level	1 day at discretion of Principal. Normally not more than 10 school days in a year.	1 day at discretion of Principal. Normally not more than 10 school days in a year.
Delays on return to College caused by industrial disputes	1 day at discretion of Principal	1 day at discretion of Principal
Special family flights where spouse is in the armed forces	1 day at discretion of Principal	1 day at discretion of Principal
Hospital appointments for children where both parents wish to attend.	1 day at discretion of Principal and	1 day at discretion of Principal
Visits overseas other than for professional development	1 day at discretion of Principal	1 day at discretion of Principal
Attendance on courses for personal development not considered beneficial to the College	1 day at discretion of Principal	1 day at discretion of Principal
Weddings – Employees own wedding and for those other than relatives first degree	1 day at discretion of Principal	1 day at discretion of Principal

The Governing Body in special circumstances may grant discretionary additional leave

The cumulative impact of a colleague’s absences, including sickness, may be considered when granting leave of absence.