

## **SPECIAL LEAVE – SCHOOL BASED STAFF**

### **1. PURPOSE**

This policy outlines the circumstances under which consideration will be given to applications for leave of absences for reasons other than illness, injury or disability. It is intended to ensure equal treatment and consistency to all staff in its application.

The provision included in the policy indicates the conditions which apply to requests for special leave.

### **2. SCOPE**

This policy applies to all employees directly employed by the Governing Body of the School including the Head Teacher. It also covers Pupil Support Service staff employed centrally but based in schools.

The provisions have been split into two separate areas which are school based staff working term time/inset days (ie no flexibility with annual leave) and other support staff who work 52 weeks per year who have an annual leave entitlement e.g. Caretakers/ Admin staff in certain schools.

Other staff such as school cleaners and catering staff that are employed externally to the school should follow the appropriate leave of absence scheme applicable to their service.

### **3. POLICY STATEMENT**

It is the decision of the school and governing body to adopt this policy. Whilst recognising that leave under this policy may be necessary in exceptional circumstances, this policy recognises the importance of staff presence on a continuous basis in the interests of learning.

### **4. POLICY GUIDELINES**

This policy outlines the provision for special leave requests and whether it is paid or unpaid.

Applications are subjected to the needs of the schools and the granting of special leave (paid or unpaid) is not a right and is discretionary. All reasonable requests will be given proper consideration in light of school needs.

Requests for special leave should be made in advance whenever possible to ensure arrangements can be made to cover the absence. All requests must be made using the 'Special leave of absence form'.

Dentist, doctors and whenever possible, hospital appointments must be made outside of school hours – appointments in school time should only apply in emergency situations. These guidelines also apply for dependant's appointment at which it is essential that a member of staff needs to be in attendance.

The allowances are based on staff working 5 days a week and should be pro rata for staff who work less than 5 days a week. The calculation for this is:

Number of days allowance divided by 5 multiplied by number of days worked, e.g. for someone working 2.5 days -  $3 / 5 \times 2.5 = 1.5$  days.

Any extensions will be made at the discretion of the Head Teacher and Chair of Governing body dependent on circumstance in consultation with the Personnel Officer where the request is of a lengthy period or is unusual in nature.

It is recognised that this list is not exhaustive and once adopted the Head Teacher and Chair of Governors may increase allowances at their discretion in a fair manner based on the circumstances of each request.

## 5. CATEGORIES FOR SPECIAL LEAVE

Category A – Partners, children, parents of employee or legal guardian.

Category B – As above plus great/grandparents including partner's grandparents, partner's parents, employee siblings.

Category C – All others

Dependant – this refers to family members for whom the member of staff is the primary carer.

### (UNLESS OTHERWISE STATED, ALLOWANCES ARE PER ACADEMIC YEAR)

	<b>Staff working term time (unable to take leave outside school closure periods)</b>	<b>Staff with annual leave entitlement</b>
Dentist / Doctor Appointment	Expected to make appointments in own time. In emergency/if not possible - leave with pay subject to agreement of Head Teacher up to a maximum of 3 days	As staff working term time

	per academic year	
Hospital appointments	Outside of school hours when possible. If not, leave will be granted with pay on production of an appointment card / letter.	As staff working term time
Bereavement - Death of a relative as within the above categories	Category A – from date of death up to and including day of funeral (normally 7 working days). Category B – Up to 2 days including day of funeral Category C – unpaid	As staff working term time
Breakdown of dependant care cover	Up to a maximum of 2 working days paid per academic year if carer of dependant is unexpectedly unavailable (e.g. illness).	As staff working term time
Dependant Care Duties	Up to a maximum of 3 working days paid leave per academic year if dependant is ill	As staff working term time
Dependant doctor/hospital/ outpatient visits.	Category A only. 1 day paid which may be extended to 2 days per academic year.	As staff working term time.
Mandatory appointments for dependants review meetings, e.g. SEN review; Fostering/LAC	If meetings can't be arranged in own time, paid leave on production of letter confirming appointment arrangements. Maximum of 2 days per academic year	Annual leave
House removal	1 day leave with pay per academic year	Annual Leave must be taken
Household Emergency e.g. fire, flood, burglary	1 working days leave with pay per academic year	As staff working term time
Jury service	Leave with pay subject to signed confirmation to reimburse council the loss of earnings allowance paid by court.	As staff working term time
Witness at Court	Subject to agreement to reimburse compensation for loss of earning – leave with pay	As staff working term time
Court Attendance as defendant or	Leave with pay when representing the School or	As staff working term time

plaintiff	Council. No pay if not representing school or council	
Degree Ceremonies, prize distribution etc	Up to 1 day paid per academic year for awards granted to Category A	Annual Leave must be taken
Justice of the Peace or Magistrate	Leave with Pay – up to maximum of 18 working days or 36 half working days	As staff working term time
Exam and Exam study leave	Paid leave for exam time and equivalent time for study leave (eg ½ day if exam is ½ day)	As staff working term time
Candidate for Council Elections	Leave with pay for polling day only .	As staff working term time
Candidate for Welsh Assembly	Up to 5 working days paid leave and 5 working days unpaid (includes polling day) in 8 week rolling period	As staff working term time
Candidate for parliamentary election	Up to 5 working days paid leave and 5 working days unpaid (includes polling day) in 8 week rolling period	As staff working term time
Participation in Educational broadcasts or lectures	Subject to requirements of school max of 5 days paid leave in academic year.	No provision
Examiners Chief examiner or chief moderator Asst examiner or asst moderator	Max of ten days in academic year  Max of 5 days in academic year	No provision
Meetings in relation to exams offered in own school	Maximum of 5 days in academic year	
Governing Body meetings during working time	Leave with pay for Vale of Glam schools and subject to reciprocal arrangements in other schools	As staff working term time
Interview attendance for posts within Local Authorities	Includes all local government posts relating to relevant current post or related to training – leave with pay.	1 working day paid max of 2 in 12 month rolling year where reciprocal arrangements exist
Interview for approved college course or other form of study	Time off with pay	No provision

Maternity leave	See Maternity leave policy	As staff working term time
Paternity leave	See Maternity leave policy	As staff working term time
Trade Union officials	In accordance with statutory entitlement and local facility time arrangements	As staff working term time
Member of Local Authority (includes teacher representative of constituted committee)	Leave with pay for up to 18 days per academic year minus any allowances payable. Other resulting membership to be included in the above provision	As staff working term time
Poll Clerk or presiding officer or other electoral role	Unpaid leave	Expected to use annual leave or unpaid leave
Representation of a religious body at ceremony, denominational conference or attendance at service of festival on recognised occasions.	Unpaid leave	Unpaid leave
Representing country county e.g. sporting event	Reasonable time off including travelling time - paid leave. Additional time will be unpaid. Category A – unpaid leave.	As staff working term time
Representing Council for inter council competition	Time required subject to Head Teachers agreement – paid leave	As staff working term time
Serving on a committee Tribunal etc appointed by a Government Ministry association or a Local Authority	Up to 2 working weeks paid less allowances	As staff working term time
Volunteers for non regular forces	2 working weeks of which 1 week paid subject to exigencies of the school	As staff working term time
Weddings	At discretion of Headteacher – unpaid leave.	As staff working term time

**(unless otherwise stated, allowances are per academic year)**

## **6. EQUAL OPPORTUNITIES MONITORING**

The above policy will ensure that all staff are treated fairly and consistently.

**7. MONITORING AND REVIEW**

The school clerk will maintain records of all special leave and a copy sent to the Human Resources department to ensure correct payment.

This document is also available in large print and other formats upon request.

Consultation with Teacher Associations and Single Status TU	October/November 2006 Updated July 2009
Agreed/Accepted by Governing Body of School (name) _____	Date: