

Bourne Education Trust Leave of Absence Policy

A. Introduction

Any reference to Bourne Education Trust, BET or the Trust within this policy incorporates all its constituent schools.

1. The Bourne Education Trust ("BET") will ensure that all employees are treated equally and consistently when applying for leave of absence, in accordance with the Trusts' Equal Opportunities Policy and taking account of differing national and local conditions of employment.
2. BET has responsibility for establishing its constituent school's Leave of Absence Policy, for ensuring that it is followed and for monitoring staff absence rates. Unauthorised absence will be dealt with under the Trust's Disciplinary Procedure. As in the majority of cases a quick response will be required, the responsibility for implementing this policy in Trust schools is delegated to the Headteacher. Where an employee wishes to make representations against a decision made by the Headteacher or Chair of Governors, as applicable, he/she may write to their local governing body or its appropriate designated committee giving full details of the request. The decision of BET is final.
3. Employees have certain entitlements to leave of absence, in particular circumstances, under their conditions of service. In other circumstances BET will grant leave of absence on a discretionary basis in accordance with this Policy.

B. Entitlement

BET will grant leave of absence in accordance with national or local conditions of service in the following circumstances:

1. Entitlement: with Pay

a. Examiners and Moderators for Examining Bodies

Chief Examiners and Chief Moderators will be given up to 10 school days' leave with pay in any one financial year. Examiners and Assistant Moderators will be given up to 5 school days' leave with pay in any one financial year. Employees shall not be required to pay the Trust any fees or expenses received for examining and moderating duties.

b. Jury Service and Other Public Service

An employee receiving a summons to serve on a jury must report this to the Headteacher who will grant him/her leave of absence unless exemption from jury service is secured. An employee serving as a juror is required to claim the allowance for loss of earnings to which he/she is entitled under the Juror Allowance Regulations currently in force. The Trust will deduct from the employee's full pay an amount equal to the allowance received for loss of earnings. BET central team staff should report a jury service summons to the Chief Executive Officer (CEO) or Chief Operating Officer (COO).

c. Witness Summons

An employee who is subpoenaed as a witness to appear before the court should report

this immediately to the Headteacher who will grant him/her leave of absence with pay for such time as is necessary to discharge the duty as witness. BET central team staff should report a witness summons to the CEO or COO.

d. Service in Non-Regular Forces

Employees must obtain the Governing Body's consent before joining the Non-Regular Forces (e.g. Territorial Army, Royal Air Force Volunteer Reserve). BET will grant two weeks' additional paid leave to volunteer members of the Non-Regular Forces who are required by the Forces to attend summer camp.

Such employees are required to show the Headteacher a copy of the Forces' pay slip for the period of the summer camp, so that the Headteacher can arrange for a salary deduction to be made of an amount equal to the pay received from the Forces for each normal working day of the absence (i.e. without making any deductions for days when the employee would not normally be working).

Any such employees who are called-out by the Secretary of State for service with the armed forces will be granted leave of absence without pay for the duration of that service (unless BET applies for and gains exemption, deferral or discharge on the grounds that their absence would cause serious harm to the school in which they are employed). BET central team staff should consult the CEO or COO before joining the Non-Regular Forces.

e. Magistrates and Members of Public Bodies

Employees who are appointed as magistrates or who undertake duties connected with the work of district councils or other public bodies, including governing bodies, will be granted leave of absence with pay for the equivalent of up to 208 hours per year in the case of staff on LA conditions or service, and 10 school days a year for other staff, unless special approval is given by BET in exceptional circumstances.

f. Union Duties

See the Authority's Facilities Agreement.

g. Job Interviews

Leave with pay will be granted as necessary to a maximum of 3 days per annum.

h. Examination Leave

A maximum of 3 days' leave with pay per year to sit approved examinations which have been sponsored by the school or Trust: this is normally half a day per examination subject. All other study and examination leave would be discretionary and unpaid.

i. Maternity, Adoption, Shared Parental Leave

Further details on each of these entitlements can be obtained from the School Business Manager.

j. Paternity Leave

10 working days (pro-rata for part-time staff) with full pay by agreement with the Headteacher and to be taken within 56 days of the baby's birth.

2. Discretionary: with Pay

a. Compassionate Leave

Paid compassionate leave is granted in the following circumstances:

- Death of a near relative (who is a partner, spouse, child, parent or sibling) – up to 5 days paid leave.
- Funeral of a near relative – 1 day of paid leave.
- Death of another relative (limited to grandparents, parent and sister/brother in-laws') – 1 day of paid leave to attend the funeral.

Employees wishing to attend the funeral of other relatives, friends or colleagues may request to take unpaid leave.

Headteachers of Trust schools reserve the discretion to give up to 5 days paid leave for the sudden and serious illness of a partner/spouse or child. Normally, this would apply to the hospitalisation of such a relative due to a sudden or serious illness. The CEO or COO would reserve this discretion in the case of BET central team staff.

b. Medical Appointments

These personal appointments should be made outside normal working time except in absolute emergencies. If necessary paid time off to attend appointments will be granted. Staff attending such appointments must seek the permission of their line manager or Headteacher before attending. The Headteacher and line manager have the right to request to see appointment cards. BET central team staff must seek the permission of the CEO or COO.

c. Sick Children

It is recognised that it can be difficult for working parents to respond to the need to care for sick children. Staff have a statutory right to unpaid time off to make arrangements for the care of a dependant child. The Trust would hope that a member of staff makes suitable arrangements if a dependant is ill. In emergencies, however, where this is not possible, the Trust would pay the first day of each absence, subject to a maximum of 3 days in any academic year. Any subsequent days will be unpaid.

d. Religious Festivals

Up to one day's paid leave will be granted per annum and the Headteacher has the discretion to grant up to a limit of 5 days' unpaid leave. This additional time may be granted in exceptional circumstances. The CEO or COO would reserve this discretion in the case of BET central team staff.

3. Discretionary: without Pay

a. Parliamentary Candidates

Leave will be granted, but without pay, from the date when the candidate's nomination is accepted until the date of the election.

b. Moving House

We are aware that, when purchasing a property, it is not possible to effect completion

on a weekend and so therefore, this must take place midweek. With property rental however, the move can normally take place over a weekend.

For employees whose contractual arrangements do not allow them to take annual leave during term time and where the move cannot be effected in a school closure period, leave will therefore be granted as follows:

- Where moving to a new home you have purchased – 1 days’ paid leave
- Where moving to a new home you have rented – 1 days’ unpaid leave.

Other situations will be at the discretion of the Headteacher for school staff or the CEO/COO for BET central team staff.

c. Leave to Attend Significant Events

BET recognises that from time to time staff may have the opportunity to attend a significant social event during term time. For example, the graduation ceremony for a son or daughter or the wedding of a close family member. Teachers and term time only staff do not have a leave allowance, which can be taken during term time. This policy enables staff to take one day of unpaid leave in order to attend a significant social event. Staff must seek the express permission of the Headteacher for unpaid leave in advance of the event. The operational needs of the school/Trust will be considered before granting leave and there may be times when the Headteacher will need to refuse a request for leave. BET central team staff should seek permission from the CEO or COO.

d. Applications for Leave of Absence

Requests for leave of absence are anticipated (either with or without pay) in exceptional circumstances and should be made in writing to the Headteacher or the Chair of Governors (as appropriate). Unpaid leave that spans a holiday period will include that holiday period. BET central team staff should make any applications in writing to the CEO or COO.

All discretionary paid leave unless stated otherwise is at the absolute discretion of the Headteacher. In the case of the BET central team all discretionary paid leave unless stated otherwise is at the absolute discretion of the CEO or COO.

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