



MICKLEOVER PRIMARY SCHOOL

Name of Policy: Leave of Absence Policy

Date of Policy: June 2024

Member of Staff responsible: L Gerver

Review date: June 2026

Signature: _____ **Chair of Governors**

Date Approved: _____

At Mickleover Primary School

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Leave of Absence Policy

The Council, in consultation with recognised trade unions, has agreed this scheme for leave of absence policy for adoption by those employed under the delegated powers of Governing Bodies of schools.

This policy applies to all teaching colleagues in line with the Burgundy Book Terms and Conditions for Teaching Staff. This policy does not apply to absence caused by personal illness or injury.

INTRODUCTION

Mickleover Primary School recognises and values the contribution of each member of staff to the education of the children in the school. The Governing Body is committed to managing staff attendance so that any disruption to the pupils' education or the effective running of the school is minimised. Equally it recognises that during the course of employment, staff will occasionally be absent from work through ill health, maternity and other authorised circumstances.

Absence of any staff employed in schools 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 as the exception.

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 on a pro rata basis.

PROCEDURE FOR SEEKING APPROVAL FOR LEAVE OF ABSENCE

All staff will be required to follow the school's procedures for requesting leave of absence and for reporting absence. Both authorised paid and unpaid absence from work require prior approval.

Requests for paid or unpaid leave must be made in writing to the Governing Body with full reasons for the request. The request should be made as soon as it is known that it will be required, and not less than one full week in advance of the proposed absence, except in exceptional circumstances.

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

- The principles of this policy
- The best interests of the children and the school
- Treating staff in a fair, reasonable and consistent way
- National and local terms and conditions of employment

WITH PAY FOR SHORT PERIODS

It is the Council's intention that it would be reasonable for leave with pay to be granted to staff in the circumstances listed below. However it will still remain the function of the Headteacher and Governing Body to ensure that the number and distribution of such absences, individually and collectively, do not affect the smooth running of the school.

If the Headteacher or Governing Body have any doubt as to the reasonableness of requests or the interpretation of the scheme, advice will be obtained from the Council HR Section.

There are occasions when, despite the lack of a direct family relationship, it is clear that the member of staff concerned should be regarded as a near relative. The term 'near relative' will



include any other person with whom the teacher has a close personal relationship which in the opinion of the Headteacher and the Governing Body, justifies leave of absence with pay.

Urgent Domestic

Serious illness of a near relative. Absence for three days which may be increased to five days, (within any 12 month period). If illness leads to death, leave for up to ten days may be granted. Absence for funerals is included within these arrangements.

Family Reasons

Absence for a maximum of up to three days (within any 12 month period), to include moving house, illness of husband, wife, partner or children, which is not serious illness, and weddings of near relatives.

Bad weather, transport strike, other unavoidable cause

Colleagues are expected to make reasonable arrangements to attend work as normal and must inform their workplace as soon as possible of difficulties.

Medical, dental appointments

Part day where these cannot reasonably be arranged outside school hours.

Driving Test

Part day, where these cannot be arranged outside school hours.

Meetings and Associated Activities

- Attendance at courses, conferences etc organised by the Local Authority, Department for Education and Skills, and other approved educational bodies.
- Sitting examinations as part of professional development.
- Attendance at meetings and associated activities of Examining Bodies.
- Attendance at ceremonies, graduations, Duke of Edinburgh Awards, presentations, investitures where the teacher or a near relative is involved.
- Participation in city, county, regional, national or international sporting or cultural event.
- Attendance at meetings of a Diocesan Education Committee.
- Training and associated activities with any branch of HM Forces.
- Taking part as a candidate in the proceedings of a Local Government Election on the day of the Election.
- Attendance at any court as a witness or as a jury member
- Service as a Justice of the Peace or a Member of a local authority or in the fulfilment of other duties of a public character

Retirement/New Appointment

Absence from the last day of the Spring Term until 30 April if the teacher is retiring or until the last day of employment in the City when the teacher is taking up appointment with another LA

PARENTAL LEAVE

Please refer to Personnel Handbook for guidance on policy and procedure.

LEAVE WITHOUT PAY FOR SHORT PERIODS

Requests from colleagues for leave of absence without pay for up to five days will be determined by Governing Bodies. In cases of emergency, the Chair, or in their absence the Headteacher will act on behalf of the Governors.



Requests for leave of absence without pay for more than five days should be referred to the Governors. In considering such requests Governing Bodies will wish to take account of the nature of the request and whether it constitutes an urgent personal difficulty, bearing in mind the teacher's professional responsibility to the children in the school and the likely effect of any absence on the smooth running of the school.

Unpaid Carers Leave (from 6 April 2024)

Teachers have a right to one week's unpaid carers leave in a rolling 12-month period, regardless of the number of dependants supported, to give or provide care to a dependant who has:

- a physical or mental illness or injury that means they're expected to need care for more than 3 months
- a disability (as defined in the Equality Act 2010)
- care needs because of their old age

As there is a scheme for leave of absence with pay covering most contingencies, it is not expected that Governing Bodies will have need to consider many requests for leave without pay.