



# **Leave of Absence Policy**

**Reviewed – February 2020**

**Reviewed – December 2017**

In line with GUI001 - School LOA guidance for schools V4 - November 2014

## **Introduction**

The Governing Body of Woodlawn School recognises that there are many reasons why employees might require leave of absence away from work to ensure an appropriate work-life balance.

This policy has therefore been produced to accompany our work life balance policy statement and associated documentation and reaffirm our commitment of

“...supporting, encouraging and enabling all employees to maintain a healthy balance between their work and other interests and responsibilities in their life.”

The timing and amount of leave required or wanted will vary with the event, the employee's personal circumstances and the degree of flexibility the employee already has in their current working arrangements.

It may well be that the options available within this policy may not be appropriate and in such circumstances employees, as part of our commitment to work life balance, are directed to alternative school based policies such as:

- Flexible working policy & procedure
- Procedures relating to maternity/paternity and adoption leave
- Procedure for applying for a career break
- Procedures for implementing rarely cover and other statutory regulations relating to workload levels of employees within school.

## **Scope**

This policy has been developed for employees of the school who, in accordance with the Employment Rights Act 1996 and the Employment Act 2002, work under a contract of employment.

The following options relating to leave of absence have been determined by the Governing Body, taking account of statutory entitlements, national terms and conditions of employment, as well as local agreements made from time to time with recognised trade union/professional associations.

Where leave is at the discretion of the Governing Body we have determined that this is delegated to the Headteacher to implement, as set out in the accompanying procedure, as part of their day-to-day management responsibilities of the school. Where a decision is reached in such circumstances the applicant does not have a right of appeal against the decision reached.

Any decisions made will be in line with our commitment to work life balance and taken without regard to a person's race, age, disability, gender, sexual orientation, religion, belief or position within the school. This will be assured through adherence to the Equality Impact Assessment accompanying this policy and via an annual report to Governors assessing the impact of this policy upon employees.

## **Making / recording requests**

Requests for time off should be made initially to the Headteacher on the generic leave of absence request form. Where this is the case reference will be made to the relevant procedure for requesting such leave of absence.

It is the responsibility of the Headteacher to record all requests for leave of absence under this policy to ensure consistency of approach and ensure data is available for an annual report to governors on the effectiveness of the policy.

Where there is a limitation on the amount of paid/unpaid leave stipulated in the enclosed school policy this will be per annual leave year.

## Leave of Absence Policy – Governing Body Decision Summary

Governors may wish to record their determination relating to paid/unpaid leave in those areas where discretion is available below.

Type of Leave	Statutory / Local agreement	No Legal Requirement	Paid	Unpaid
Annual Leave	✓		✓	
Adverse Weather		✓		✓
Adoption Leave	✓		✓	
Antenatal care				
a) expectant mother	✓		✓	
b) qualifying partner	✓			✓
Award ceremony				
a) Linked to role in school		✓	✓	
b) other		✓		✓
Bereavement / Funeral	✓	✓		
a) close relative			✓	
b) other			✓	
Campaigning General/European election	✓			✓
Cancer screening	✓		✓	
Career break		✓		✓
Crisis leave	✓		✓	
Driving test				
a) current or intended role		✓	✓	
b) other				✓
Examination board duties	✓		✓	
Examination leave	✓		✓	✓
Holiday request outside leave period		✓		✓
Hospital appointment				
a) hospital/specialist treatment	✓		✓	
b) routine non urgent		✓		✓
House removal		✓	✓	
Interview	✓		✓	



Reason for leave of absence	Leave of absence guidance (statutory/contractual/collective agreement)	Governing Body Leave of absence policy
<b>Absence due to adverse conditions (e.g. severe weather/ Foot and Mouth disease)</b>	The LA has facilitated the production of a protocol for schools dealing with adverse conditions and is therefore recommended good practice. This protocol states that in such circumstances unauthorised leave of absence will be without pay.	The Governing Body expect employees to make every attempt to get to their place of work. Where it proves impossible for an employee to do so, leave will be classed as unauthorised and will be without pay.
<b>Adoption Leave</b>	Adoption leave is governed by statute and, where more advantageous, nationally negotiated terms/conditions for both teachers & support staff.	<p>The Governing Body has approved a separate adoption leave pack for school employees who may be considering adoption leave.</p> <p>Reasonable paid time off will also be provided for pre placement appointments relating to adoption as per the pack.</p> <p>Any application for adoption leave should be made in writing to the Headteacher outlining the information specified on the appropriate application form contained within the adoption leave pack. A copy of the pack can be requested from the school office.</p>
<b>Antenatal Care</b>	<p>There is a statutory entitlement for all pregnant employees to reasonable time off for antenatal care, as recommended by the individual's midwife or medical practitioner.</p> <p>All time off for antenatal care must be paid at the employee's normal rate of pay. These rights apply regardless of the employee's length of service.</p> <p>From October 2014 employees who are in a qualifying relationship (husband, civil partner, partner) or parent of the expected child will have an entitlement to time off unpaid for attending up to 2 antenatal</p>	<p>The Governing Body expects employees to arrange classes or examinations outside of school hours, though recognises that sometimes this may not be possible. Where this is the case reasonable paid time off will be provided.</p> <p>Where an employee is in a qualifying relationship the Governing Body have agreed to unpaid time off – for up to 2 antenatal appointments.</p> <p>In all cases the Governing Body will require employees to present confirmation to the appointment to the Headteacher as evidence in advance of time off for antenatal care.</p>

	appointments.	Governors have approved further information relating to antenatal care within our approved Maternity Packs for teaching and Support Staff, copies of which can be obtained from the school office
<b>Award Ceremony</b>	<p>There are no statutory/contractual entitlements relating to attendance at Award ceremonies.</p> <p>Current advice from HR is that reasonable time off should be granted, where linked to role, up to an agreed limit e.g. up to 2 days.</p>	<p>The Governing Body have agreed that when attending a ceremony to receive a degree, an honour, or decoration that is related to their role within school, a reasonable amount of paid time off up to ½ day should be granted.</p> <p>Where the award ceremony is not linked to their work role the Governing Body has determined that leave up to ½ day will be unpaid.</p>
<b>Bereavement</b>	<p>Following the death of a close dependent e.g. spouse, child, parent or partner, leave of absence will be granted for employees.</p> <p>Current HR advice is allow for a maximum of up to three days leave with pay being granted at any one time to an employee, but this may be extended in exceptional circumstances.</p>	<p>(a) The Governing Body have agreed that a maximum of up to three days leave be granted with pay following the death of a close dependent.</p> <p>Where the individual has the responsibility for making the funeral arrangements (or other such responsibilities), additional leave of up to two days paid leave may be granted. Upon return employees must complete the generic leave form</p> <p>(b) Leave to attend a funeral up to 1 day may be granted following the death of a friend or other relative. The Governing Body has determined that this leave =  ½ day paid for service  remainder of ½ day, if required, unpaid.</p>
<b>Campaigning as an Official Candidate at a General/European/Local Election</b>	<p>Although there is no formal agreement some public sector organisations have policies indicating that prospective candidates could take annual or unpaid leave to campaign.</p> <p>Current HR advice to schools has stipulated</p>	The Governing Body have determined that a maximum of 1 day unpaid leave will be granted where an employee becomes an official candidate at a General/European/Local election.

	that Governors should allow employees the time to work on elections, without the requirement to take flexi-time or annual leave.	
<b>Cancer Screening</b>	Reasonable time off with pay will be granted to employees when attending screening.	The Governing Body has agreed to reasonable time off with pay to employees when attending screening. However, employees may be requested to produce evidence of their appointment in advance of leave being granted. Where this policy has been adopted, consistency must be ensured amongst all employees.
<b>Career Break</b>	<p>There are no statutory/contractual entitlements relating to requests for career breaks.</p> <p>HR advice is to consider requests for career breaks on an unpaid basis. The measures attached have been suggested to assist the school in managing career breaks where approved.</p> <p>Governors should consider the minimum and maximum periods of leave they will be prepared to consider, for example between 3 months to 2 years.</p>	<p>The Governing Body has approved a separate pack for career breaks for school employees who may be considering extended unpaid leave. Periods of absence in durations from 3 months up to 1 year will be considered by the Governing Body.</p> <p>Any application should be made in writing to the Headteacher on the appropriate form contained within the career break pack. A copy of the pack can be requested from the school office</p>
<b>Crisis Leave</b>	<p>Crisis leave is intended to give employees time off at short notice for a range of unexpected events which may include;</p> <ul style="list-style-type: none"> <li>• Car accident</li> <li>• Domestic emergencies</li> <li>• Personal relationship breakdown</li> </ul> <p>Existing advice to schools is that, in the first instance, the individual must verbally contact their line manager to inform them of the nature of the emergency and the need for them to take time off. Upon their return to work the individual must submit an</p>	<p>The Governing Body have determined that up to 3 days paid crisis leave will be granted in any rolling 12 month period. Use of alternatives such, if applicable must be considered, if time off beyond an initial 3 days is required, prior to consideration of extending crisis leave. Such additional leave will be up to 2 days unpaid.</p> <p>Upon return employees must complete the generic leave form</p>

	<p>application form for authorisation and inclusion as part of the school's recording of leave granted under this policy.</p> <p>An individual may be granted up to 3 days leave. An extension of up to a further two days' leave of absence may be granted depending upon the severity of circumstances. Each case should be dealt with on its own merits.</p>	
<b>Driving Tests</b>	<p>There are no statutory/contractual entitlements relating to paid time off for driving tests.</p>	<p>The Governing Body have agreed that where no possible alternative is available, sufficient out of school time may be granted to take the driving test.</p> <p>The Governing Body have determined that this will be unpaid.</p> <p>Where there is a requirement of an employee to obtain a licence as part of a current or intended role within school then paid time off will be granted.</p>
<b>Examination Board Duties</b>	<p>Teaching employee terms and conditions provide for reasonable release for teachers from directed time to undertake such activities as external moderator/examiner/reviewer or as an examination board member. This role may be fee based or representative based.</p>	<p>The Governing Body have determined that leave should be granted as necessary but is conditional on the staffing needs of the school at that time. The Governing Body have determined that leave taken during directed time will be Paid.</p> <p>Where the role is fee based there will be a requirement to arrange for the school to be compensated for the release of the employee.</p>
<b>Examination Leave (see leave for Training)</b>	<p>Terms/Conditions of employment for teaching and support staff allow for leave of absence to be granted to individuals for the purpose of sitting for examinations applicable to the needs of the school.</p>	<p>The Governing Body have agreed that reasonable paid leave of absence should be granted to employees undertaking final revision and sitting for nationally recognised examinations applicable to the needs of the school. This will consist of ½ day blocks of time for both</p>

	<p>In addition, leave of absence should be granted for the purpose of final revision in the period preceding the examination according to the circumstances of each case.</p>	<p>revision leave and exam leave.</p> <p>The Governing Body have determined that for examinations not applicable to the needs of the school unpaid leave will be granted, consisting of ½ day leave for each ½ day examination.</p>
<p><b>Holiday outside the Normal or Fixed Leave Period</b></p>	<p>Current contractual arrangements for school based employees are as follows:</p> <p>Individuals employed on Term Time Only terms have no further entitlement to leave other than periods of school closure.</p> <p>Individuals employed on 52/52 terms are directed to take their annual leave entitlement during periods of school closure.</p>	<p>The Governing Body wish to remind employees that they expect them to arrange their holidays within their terms/conditions of employment.</p> <p>We have therefore determined that the granting of leave outside of these circumstances will only be granted in exceptional circumstances and will be unpaid.</p>
<p><b>Hospital/Medical appointments</b></p>	<p>Reasonable time off up to ½ a day with pay will be granted on each occasion to individuals when attending hospital appointments or specialist treatment.</p>	<p>(a) The Governing Body have determined that reasonable time off with pay up to ½ day will be granted to individuals when attending hospital appointments or specialist treatment. Where additional time is approved beyond this limit it will be unpaid.</p> <p>Maximum of 3 x ½ days will be paid within any 12 month rolling period.</p> <p>(b) The Governing Body expect individuals to arrange routine non-urgent medical appointments (e.g. doctor, dentist and others) outside of normal working hours. However, where that is not possible governors have determined that this leave, where granted, will be unpaid.</p> <p>Employees will be required to produce evidence of their appointment. Employees are expected, where possible, to re-arrange appointments for the start or near as possible to the end of the school day.</p>

<b>House Removal</b>	There is currently no guidance for schools relating to leave for moving home except that any policy should be consistent in application.	<p>The Governing Body have determined that requests for leave will be granted in the following circumstances.</p> <p>Employees upon first application will be granted up to one day's paid leave of absence for the purpose of moving home. Subsequent applications will be unpaid.</p>
<b>Interviews</b>	In determining school policy Governors need to ensure consistency and take into account that where attendance for interview is within a potential redundancy situation then paid leave must be granted.	<p>The Governing Body have determined that where an individual requires leave of absence to attend an interview that reasonable amounts of paid leave should be granted.</p> <p>The Governing Body may require individuals to produce evidence of their interview when applying for leave of absence in such situations. Where this policy has been adopted, consistency must be ensured amongst all employees.</p>
<b>Jury Service/court attendance</b>	<p>An employee has a contractual right to be granted reasonable paid leave of absence if they are requested to attend for Jury Service</p> <p>Where employees are requested to appear as a Court Witness current LA practice is for this to be unpaid. If the request is directly related to their role within school it is recommended that this leave is paid.</p>	<p>(a) The Governing Body have determined to grant paid leave of absence to employees requested to attend jury Service (unless exemption is secured). Employees may be required to produce evidence to verify a request to attend these duties. Where an employee requests leave to appear as a court witness as part of their role within school then paid leave will be granted.</p> <p>(b) Where an employee requests leave to appear as a court witness or instigates court proceedings or is subject to them and request leave this leave will be granted unpaid.</p>
<b>Maternity Leave</b>	Maternity leave is governed by statute and, where more advantageous, nationally negotiated terms/conditions for both teachers & support staff.	<p>The Governing Body has approved separate detailed guidance contained within Maternity packs for both teaching and support staff who may be considering taking maternity leave. This ensures that each group of employees have the most advantageous terms for taking such leave of absence.</p> <p>Any application for maternity leave should be made on the appropriate form enclosed within the relevant pack,</p>

		a copy of which can be obtained from the school office.
<b>Maternity/Adoption Support Leave (See also paternity/parental leave)</b>	<p>Maternity Support Leave gives employees an entitlement of <b>5 days' paid leave</b> (pro rata for part time employees) to the child's father, partner or nominated carer of an expectant mother, or adopter, at or around the time of the birth or placement.</p> <p>A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth or placement.</p>	The Governing Body has determined to provide an entitlement of <b>5 days' paid maternity support leave</b> (pro rata for part time employees) to the child's father, partner or nominated carer of an expectant mother, or adopter, at or around the time of the birth or placement.
<b>Military Training -Territorial and Auxiliary Forces (TA) (Annual Camp)</b>	<p>Volunteer members of the Non-Regular Forces listed below who attend the annual camp should be granted leave in addition to their normal annual leave;</p> <ul style="list-style-type: none"> <li>• Auxiliary Air Force</li> <li>• Royal Navy Reserves</li> <li>• Territorial Army Volunteer reserves</li> </ul> <p>Honorary Commissioned ranks and Cadets of the Armed Services are not entitled to paid leave of absence. Current practice is to provide two weeks' additional paid leave for annual camp.</p> <p>It is also recommended that paid leave should be granted to members of the T.A. who are required to undertake additional training to their attendance at annual camp and who are unable to arrange for such training to be on days when they would normally not be working.</p>	<p>The Governing Body have determined to provide up to 2 weeks additional paid leave to attend annual camp by volunteer members of the non regular forces.</p> <p>In addition, reasonable paid leave will be granted to members of the TA undergoing training, where employees are unable to arrange such training outside of school hours.</p>

<p><b>Miscarriage/ Stillbirth/Termination</b></p>	<p>The full maternity scheme will apply in the case of stillbirth after 24 weeks, or the death of a baby.</p> <p>In the case of miscarriage or termination before 24 weeks please seek advice from your School Link HR Business Partner regarding entitlements to sickness absence and bereavement leave.</p>	<p>The Governing Body has approved a separate Maternity Pack for teaching and support staff, detailing entitlements in such circumstances. A copy of the relevant pack can be obtained from the school office upon request.</p>
<p><b>Parental Leave</b></p>	<p>Parental Leave is governed by statute and allows eligible individuals the right to take unpaid time off work to either look after a child, make arrangements for a child's welfare, or to generally spend more time with their children.</p>	<p>The Governing Body has provided guidance, inclusive of a parental leave application form, at Appendix 4 of this leave of absence policy. This approved guidance details entitlements in such circumstances to parental leave.</p>
<p><b>Participation in a Sporting Event</b></p>	<p>Current advice to schools is that In order to qualify for this time off the individual should;</p> <ul style="list-style-type: none"> <li>• Be selected to represent their country in an international competition sponsored by a national association.</li> <li>• Be selected to officiate on behalf of their country or recognised organisations as a coach or a judge in inter-country or international competition.</li> </ul> <p>It is recommended that the Governing Body consider the following;</p> <ul style="list-style-type: none"> <li>• The role the individual performs and the impact the absence will have upon the school</li> <li>• The chance of positive publicity for the school</li> </ul> <p>The regularity of the event, e.g. is it a one-off event such as the Olympics or Commonwealth games, or a regular occurrence.</p>	<p>The Governing Body have determined that reasonable paid leave will be granted to participate in a national/international sporting event on a case by case basis. Where this policy has been adopted, consistency must be ensured amongst all employees.</p> <p>Employees will be expected to arrange their training needs outside of their normal working hours.</p>

<p><b>Paternity Leave</b></p>	<p>Statutorily, employees are entitled to two weeks' paid leave if they have completed twenty six (26) weeks' continuous service by the end of the 15<sup>th</sup> week before the expected week of childbirth. The first weeks Paternity leave will be paid at full pay, the second week paid at statutory paternity pay rate. Paternity leave cannot begin until the birth of their child.</p> <p>They must be either the father of the child or be married to or be the partner of the child's mother and expect to have responsibility for the upbringing of the child. (A partner is defined as a person who lives with the mother and the child in an enduring family relationship but is not a relative of the mother).</p> <p>Paternity leave can be followed immediately by up to four weeks' parental leave or shared maternity leave with their partner from April 2015.</p> <p>Employees who qualify for both paternity leave (including same sex partners) and maternity support leave will be entitled to one week's leave with normal pay and one week's leave paid at the standard rate of SPP.</p>	<p>The Governing Body have determined that employees entitled to paternity leave must provide the Headteacher with the following information in writing by the end of the 15<sup>th</sup> week before the EWC (expected week of confinement).</p> <ul style="list-style-type: none"> <li>▪ The EWC (Expected week of confinement)</li> <li>▪ The length of leave requested</li> <li>▪ The date the leave will start</li> </ul> <p>Additional information and application form has been provided in the respective Paternity Leave pack for teachers and support staff, a copy of which can be obtained from the school office.</p>
<p><b>Public Duties</b></p>	<p>Terms/Conditions of employment for teaching and support staff, together with Section 50 of the Employment Rights Act 1996 allows reasonable time off to undertake public duties. Such duties would include acting as a magistrate, elected member (councillor), school governor, together with being a member of other</p>	<p>The Governing Body have determined to adhere to the existing arrangements and allow up to 26 paid half days per academic year for undertaking of public duties, with any additional leave being unpaid.</p> <p>The Governing Body may require individuals to produce evidence to verify their appointment to undertake such duties and the timing of such activities.</p>

	<p>statutory public bodies such as police authorities / statutory tribunals/ etc. The act provides reasonable time off for such activities.</p> <p>Employees who qualify are entitled to reasonable time off to carry out these duties, though “reasonable” is not defined in law. Existing practice has been to define “reasonable” as up to 26 paid half days per year. Any additional leave being through use of annual leave/flexi or unpaid.</p>	<p>The Headteacher will maintain a register of leave claimed to ensure access to paid leave of absence is not exceeded in any one academic year.</p>
<p><b>Religious Festivals/Ceremonies</b></p>	<p>Current guidance is where an employee wishes to take leave of absence during their normal working time to celebrate a religious festival / Ceremony, unpaid time off may be granted</p>	<p>The Governing Body have determined that where an employee wishes to take leave of absence during their normal working time to celebrate a religious festival / Ceremony, unpaid time off may be granted.</p> <p>However, in the case of employees who have flexible holiday entitlement, where it is reasonable and practical and the individual has sufficient remaining holiday entitlement the request should be granted.</p> <p>For those individuals who do not have flexible holiday entitlement the Governing Body may wish to explore other options in order to balance the needs of the school with those of the individual member of staff.</p> <p>An inter faith calendar of religious festivals can be found on the BBC Website at:</p> <p><a href="http://www.bbc.co.uk/religion/tools/calendar/index.shtml">http://www.bbc.co.uk/religion/tools/calendar/index.shtml</a></p>
<p><b>Safety Representatives / Committees</b></p>	<p>Safety Representatives and Safety Committees Regulations 1977 state: Safety Representatives have a right to time off with pay to carry out their duties as a Safety Representative. Safety Committee</p>	<p>The Governing Body have determined that any individual who is a safety representative or a member of a Safety Committee will be allowed a reasonable amount of leave with pay to undertake any work related to their role or to attend training related to their duties.</p>

	<p>Members have a right to time off with pay to attend meetings of the Committee and other activities.</p>	<p>(see time off for Trade Union Duties for the agreed protocol on facility time)</p>
<p><b>Secondments</b></p>	<p>A secondment is defined as: the temporary transfer of an employee to another service, project or external organisation. It is intended to provide development opportunities.</p> <p>Secondment is always a voluntary agreement between the employer and an employee. An employee cannot be forced to undertake a secondment - neither can they demand that the employer allow them to undertake a secondment.</p> <p>Secondments can be for durations of up to 12 months. Any extension beyond this will require consultation with Human Resources and any significant extension may require the employee to relinquish their substantive post.</p> <p>A formal secondment agreement between all parties should be completed prior to commencement. . Please seek advice from your Link HR Business Partner.</p> <p>Employees may be “seconded” to another service as part of a commissioning of service provision or SLA. Where this is proposed the school can obtain advice from their Link HR Business Partner.</p>	<p>The Governing Body requires employees to place their request for secondment to the Governing Body via the Headteacher allowing appropriate time for consideration of the request.</p> <p>It is then at the discretion of the Governing Body to decide whether a request be granted, taking into account the following factors:</p> <ul style="list-style-type: none"> <li>• The length of secondment requested by the individual</li> <li>• Whether suitable arrangements can be put in place to ensure the work of the secondee can be carried out satisfactorily in their absence.</li> </ul> <p>Where approval is granted a formal secondment agreement will be drawn up prior to commencement.</p>
<p><b>Time off for Dependants</b></p>	<p>Employees may take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies concerning a dependant. A dependent is a spouse, partner, child,</p>	<p>The Governing Body have determined that leave will be paid.</p> <p>The amount of time off will vary according to the circumstances of the emergency, though in most cases</p>

	<p>parent or other person who lives with the employee. It can also be someone who reasonable relies on the employee for care.</p> <p>Examples of reasons for taking time off for dependents include;</p> <ul style="list-style-type: none"> <li>• When a dependent falls ill or is injured.</li> <li>• When a dependent goes into labour</li> <li>• When the individual needs to make longer term care arrangements for a dependent who is ill or injured</li> <li>• When the individual needs to deal with unexpected problems in dependent care arrangements</li> </ul> <p>Existing advice remains that employees do not have to complete a qualifying period in order to take time off for dependents.</p>	<p>one or two days should be sufficient to deal with a problem.</p> <p>The Governing Body have therefore agreed up to 2 days paid leave in any rolling 12 month period.</p> <p>Any additional unpaid leave beyond these 2 days will only be granted in exceptional circumstances.</p>
<p><b>Trade Union Duties and Activities</b></p>	<p>Employees of an independent trade union are allowed reasonable time off to carry out certain duties. These rights are contained within various pieces of statutory legislation, within terms/conditions of respective staff groups, as well as advice contained within ACAS code of Practice on such activities.</p> <p>Examples will include:</p> <ul style="list-style-type: none"> <li>(a) a member of the national executive or other national committee</li> <li>(b) a local officer of such an organisation whose necessary official organisation duties are effectively at local authority level (i.e. Steward/learning representative)</li> <li>(c) a local officer whose duties are at the lower level of an association within the area of the main unit of local organisations</li> <li>(d) a school representative whose duties</li> </ul>	<p>The Governing Body have determined to adhere to a protocol arrangement with other schools within North Tyneside relating to trade union facility time. Any requests under this scheme should be made on the approved application form enclosed with the protocol, a copy of which can be obtained from the school office.</p>

	<p>will be limited to activities which are part of his/her duties for the organisation and its members within the school in which he/she is employed</p> <p>Schools within North Tyneside have jointly agreed to follow a protocol relating to time off for Trade Union Duties.</p> <ul style="list-style-type: none"> <li>• up to 195 days support to the NUT and NASUWT</li> <li>• Up to 90 days support to ATL, NAHT, and ASCL.</li> <li>• Up to 50 days per annum for local representatives of UNISON and GMB.</li> </ul> <p>A revised claim form is also now in operation for claiming against the above facility time.</p>	
<p><b>Training</b></p>	<p>Employees have a statutory right to request time off for training under the ASCL Act 2009. The training can be accredited – leading to the award of a recognised qualification or unaccredited – helping the employee to develop specific skills relevant to their job, workplace or business.</p> <p>Employees can request to undertake any training they think will improve both their and the employer's business performance.</p> <p>There is no limit on the amount of time off employees can request, and the employer is not obliged to pay for the training, or pay the employee for the time spent training, although it can choose to do so</p>	<p>The Governing Body is supportive of employees taking time off to develop specific skills relevant to their role within school. We would therefore encourage employees to request to undertake any training they think will improve both their and the school performance.</p> <p>Requests should normally be made as part of the schools staff appraisal arrangements, but where this is not appropriate employees should consult the Headteacher for an initial discussion.</p> <p>Reasonable time off for training will be granted on a case by case basis. Where leave is granted any decision on this being paid or unpaid will be linked to relevancy of job role within school. In coming to a decision consistency must be ensured amongst all employees.</p>

<p><b>Union Learning Representatives (see time off for TU activities)</b></p>	<p>The Role of Union Learning Representatives (ULR's) is established in statute, the function of which includes:</p> <ul style="list-style-type: none"> <li>• analysing learning or training needs</li> <li>• providing information and advice about learning or training matters</li> <li>• arranging learning or training</li> <li>• promoting the value of learning or training</li> <li>• consulting the employer about carrying on any such activities</li> <li>• preparation to carry out any of the above activities</li> <li>• undergoing relevant training.</li> </ul>	<p>The Governing Body are supportive of the role of ULR's in encouraging learning amongst employees within school. Appropriate paid leave of absence can be accessed by accredited ULR's as part of the agreed protocol on Trade Union Duties &amp; Activities.</p>
<p><b>Voluntary Reserve Forces</b></p>	<p>If mobilisation should occur, an employee, who is a Reservist, may be called into full time service with the Regular Forces in order to make them available for military operations.</p> <p>In the case of:</p> <p><b>Voluntary mobilisation:</b></p> <ul style="list-style-type: none"> <li>• The employee involved will notify the school and consent is required from the school.</li> </ul> <p><b>Compulsory mobilisation:</b></p> <p>The individual will be issued with the following documentation from the Ministry of Defence;</p> <ul style="list-style-type: none"> <li>• Notice of call out</li> <li>• Conditions of service booklet for personnel called out of mobilisation</li> <li>• Compulsory call-out explanatory notes and additional reporting instructions</li> <li>• Documentation for their employer; namely a 'call-out of a member of the</li> </ul>	<p>The Governing Body have determined that in the case of compulsory mobilisation, the employee must present the documentation provided to them by the Ministry of Defence, to the Headteacher. The Headteacher should then make contact with the School Link HR Business Partner so that arrangements can be made to comply with the call out notice.</p> <p>Any career break approved for the purpose of voluntary reserve forces leave must be ratified through the Governing Body.</p> <p>The Headteacher should notify the individual as soon as possible of their revised annual leave entitlement.</p>

	<p>Territorial Army or regular reserve' notice.</p> <p>The Reserve Forces (Safeguard of Employment) Act 1985 provides protection for a Reservist by making it unlawful for an employer to terminate their employment without their consent because they have a liability to be mobilised. It is advised that the Reservist is permitted leave of absence and, on their return, they are reinstated to their former post or offered a suitable, alternative post.</p> <p>The employee will be given a career break of a suitable length as agreed by the Governing Body. The career break will not interrupt the employee's continuous local government service.</p> <p>The individual will not accrue annual leave entitlement during the career break.</p> <p>Pension payments will be suspended for the duration of the career break but must be paid in full by both the employee and employer at the end of the career break.</p> <p>See website – <a href="http://www.sabre.mod.uk">www.sabre.mod.uk</a></p>	
<p><b>Wedding/Civil Partnership</b></p>	<p>There are no legislative / nationally negotiated or collective arrangements relating to time off to attend a wedding or Civil Partnerships. Employees are therefore expected to ensure that their own wedding arrangements are organised outside of</p>	<p>Employees are expected to arrange their own wedding/civil partnership outside of term time.</p> <p>The Governing Body have determined that leave to attend their own Wedding/Civil Partnership will be unpaid.</p>

	school time.	Any requests for attendance at another person's wedding/Civil Partnership will be dealt with under <b><i>holidays outside the normal or fixed leave periods</i></b> section of this guidance.
<b>Additional requests for leave of absence</b>		<ul style="list-style-type: none"> <li>• The Governing Body have determined the following relating to time off for additional reasons. This section of the policy will be added to each time a new reason for leave is granted to ensure consistency of approach with employees leave requests.</li> <li>• Appointments for any personal reasons should only be made outside of working hours. If unavoidable these may be made during working hours with the prior agreement of SLT. These should be at the start of near to the end of the school day. Such time off will be unpaid</li> <li>• Relative/Friend Wedding/Civil partnership – 1 day unpaid leave</li> <li>• If a member of staff has been asked to carry out a school specific project that requires additional hours of work, these hours can be banked and taken as lieu at a later date(s) by mutual agreement.</li> </ul>

## **Jury Service Guidance**

### Governing Body of Woodlawn School

When an employee undertakes jury service, the following procedure takes place:

1. A 'Jury Service Pack' is sent directly to the employee at their home address from the Courts. This includes all the relevant forms they need to complete in relation to the jury service and claiming for expenses.
2. In this pack, there is a form enclosed called 'Certificate for loss of earnings or benefits form'. This form should be completed prior to attending the jury Service and, via the headteacher, sent to Employee Services, Quadrant East, Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY
3. Once the employee has attended jury service, they will receive a 'Remittance Advice' which shows the costs incurred and the expected loss of earnings: the appropriate adjustments are then made to their pay. This information should also be forwarded, via the headteacher, to Employee Services, Quadrant East, Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

# Maternity/Adoption Support Leave Application Form

Governing Body of Woodlawn School

Surname:	Forename(s):
Home Address:	
Post held at school:	Employee No:
Working pattern days/hrs:	
Relationship to mother/adopter:	
Expected date of birth/placement of child:	Date of birth/placement of child:
Please list supporting evidence provided	

## Period of leave requested

**(Employees are entitled to up to five days paid leave, pro rata if part time)**

Inclusive dates (please state am/pm if appropriate)		Number of working days
From	To	

Signature.....

Date.....

Please forward this form to your line manager/ Headteacher for approval

Line manager decision - Approve / Decline

Signed .....

Date .....

**Approved requests should be forwarded for processing to Employee Services, Quadrant, The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY**

## Parental Leave Guidance & Application Form

Parental leave is unpaid. Eligible employees can take this unpaid leave to spend more time with their children.

You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

- The limit on how much parental leave each parent can take in a year is 4 weeks for each child.
- You must take parental leave as whole weeks (eg 1 week or 2 weeks) rather than individual days, unless your child is disabled.
- You don't have to take all the leave at once.
- A 'week' equals the length of time an employee normally works over 7 days.

Employees qualify if all of these apply:

- they've been with the employer for more than a year
- they're named on the child's birth or adoption certificate
- they have or expect to have parental responsibility
- they're not self-employed or a 'worker', eg an agency worker or contractor
- they're not a foster parent (unless they've secured parental responsibility through the courts)
- the child is under 18

An employee is required to provide at least 21 days notice of the dates on which they wish their leave to start and end. Notice should be at least twice that of the intended amount of leave to be taken e.g. eight weeks notice for four weeks leave.

Employers can ask for proof (like a birth certificate).

Please note that if a period of parental leave is taken following maternity/adoption leave, this does not count towards the required return to work.

You should speak to the Headteacher regarding making an application for parental leave, and use the application form.

Leave can't be postponed (delayed) if:

- the employer doesn't have a 'significant reason', eg it would cause serious disruption to the business
- it's being taken immediately after the birth or adoption of a child
- it means an employee would no longer qualify for parental leave, eg postponing it until after the child's 18th birthday

If it's postponed, the employer:

- must write explaining why within 7 days of the original request
- suggest a new start date - this must be within 6 months of the requested start date
- can't change the amount of leave being requested

# APPLICATION FORM PARENTAL LEAVE

Governing Body of Woodlawn School

Surname:..... Forename(s):.....

Home Address:.....

Post held at School:..... Employee Number:.....

Number of hours/Days per week worked:.....

## PERIOD OF LEAVE REQUESTED

INCLUSIVE DATES (Please state a.m./p.m. if appropriate)		Number of Days
From	To	

Reason for Leave:.....  
 .....

Relationship to child:.....

Supporting evidence supplied YES/NO.....

Signature of Applicant:..... Date: .....

<p><b>TO BE COMPLETED BY CHAIR of GOVERNORS/HEADTEACHER</b></p> <p><b>Is this application supported: YES/NO</b></p> <p><b>Comments:</b> .....</p> <p>.....</p> <p>.....</p> <p><b>Signature:</b>..... <b>Date:</b>.....</p>
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Approved requests should be forwarded for processing by school to Employee Services, Quadrant, The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.