



Registered Charity 1171812

Leave of Absence Policy

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Responsibility of	Senior Leadership Team
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Contents

Purpose	2
Scope, Aims, and Principles	2
Roles and Responsibilities.....	2
Examples of leave of absence	3
Review.....	3
Appendix A: Examples of leave of absence – in alphabetical order	4

Purpose

The Leave of Absence Policy has been developed to manage requests in a fair and consistent manner considering the educational, operational, and budgetary needs of the school.

Whilst staff will not unreasonably apply for discretionary time-off or leave of absence during term time, there may be occasions when leave during term-time is unavoidable and this policy and procedures are designed to help with a consistent response to such requests.

Reference is made to all types of absence, including:

- Statutory entitlement – where there is a legal entitlement
- Discretionary – where there is no entitlement, but the line manager may agree to grant leave of absence after considering the circumstance

Scope, Aims, and Principles

The aim of the policy is to enable managers to respond to requests for special leave in a fair and consistent manner and to provide clarity to all employees on what to expect.

The policy applies to all employees. It is non-contractual and may be amended at any time. Unless there are specified statutory qualifying periods, the leave outlined in this policy can be requested from the start of an employee's employment with Connie Rothman Learning Trust.

This policy does not cover the following:

- Annual leave
- Flexible working arrangements
- Sickness absence
- Leave associated with redundancy

Roles and Responsibilities

The Senior Leadership Team will be familiar with the provisions of the CRLT Leave of Absence Policy.

All leave of absence requests will be considered and approved or refused in line with this policy in, and with due regard to:

- The nature of the request
- Any Statutory Entitlement obligations
- Educational provision
- Service needs
- Eligibility
- Any previous requests
- Current working arrangements

Except in emergencies, on receiving a completed Leave of Absence Request form from a member of staff, one of the SLT will complete the form and return it to the individual, explaining the reasons for the decision. They will consider the circumstances of the request, gather all the necessary information, and document the outcome of the meeting on the request form.

The Business Manager will ensure all requests are processed in a timely manner in line with policy and payroll guidelines.

Employees are expected to avoid requesting time off during term time where possible.

Unless there are exceptional circumstances preventing the employee from doing so, requests must be submitted at least one week in advance of the proposed date(s) of absence, using the Leave of Absence Request Form, in order to allow the SLT time to consider it.

If an emergency arises and the employee is unable to request the leave of absence in advance, they must inform the line manager as soon as is practicable, by telephone if necessary.

On returning to work, the employee will need to account for the time off in the same way as they would normally have done, had the request been submitted in advance, in accordance with the policy.

Examples of leave of absence

The table at Appendix A lists the typical circumstances where requests for time off may be received and sets out whether the absence is discretionary time-off or a statutory requirement.

The examples given are non-exhaustive and where circumstances arise that are not identified in this policy, should be determined by the SLT:

- Make the final decision on whether or not leave is granted and
- Whether it is with or without pay

Review

The school will monitor the granting of all discretionary leave in order to assist in a regular review of this policy.

Appendix A: Examples of leave of absence – in alphabetical order

Leave Type	Leave Category	Pay Details	Number of Days	Definition Guidance
Adverse weather/severe conditions	Discretionary	Discretionary Pay	Dependent on weather conditions	Employees have an obligation to present themselves for work each day at the times specified in their contracts of employments. During periods of severe inclement weather, if it is shown that the employee has made every effort to attend work but simply could not do so, the absence may be treated as paid leave
Appointments <i>Medical, dental and all health related</i>	Discretionary	Discretionary Pay	Assessed on a case-by-case basis	Employees are normally expected to ensure that routine appointments with the doctor, dentist, hospital, etc are outside of contracted working hours. However, if this is not reasonably practicable, time off from work will be permitted to attend such appointments. Employees should ensure that any time off causes as little disruption as possible, ie. the appointment is at the beginning of the day. The Business Manager reserves the right to see evidence of such appointments, such as a letter or appointment card. Where the appointment is not urgent, and where the time would negatively impact on the employee's area of work, or that of team colleagues, the appointment should be re-arranged to a more suitable time and date wherever possible.
Carers' additional leave	Discretionary	Unpaid	Assessed on a case-by-case basis	Employees should make arrangements to enable them to attend work and to carry out their normal duties. In exceptional circumstances an employee may apply for leave in addition to paid annual leave, to deal with childcare or other caring responsibilities, such as assisting a dependant through a medical procedure. Also see elder care/time off for dependants

Leave Type	Leave Category	Pay Details	Number of Days	Definition Guidance
Compassionate Leave <i>Ill health/death (immediate family member)</i>	Discretionary	Normal pay	Up to 10 days depending on circumstance	Compassionate leave is normally intended for circumstances where there is a sudden or serious illness, or death of an immediate family member or life partner (including same sex partners) to support with the grief and bereavement and to enable time to make any arrangements. A close family member usually includes: husband, wife, partner, parent, child and sibling. The leave will reflect what is required in the circumstances and will not necessarily always be 10 days. This time may be used in more than one absence. In exceptional circumstances additional leave may be approved but this will be on an unpaid basis. See also Bereavement/Time off to attend funerals.
Court/Employment tribunal appearance	Discretionary <i>Except where summoned</i>	Discretionary pay	Assessed on a case-by-case basis	Employees who are required to attend court as a witness, juror or because they are pursuing a claim, or are the subject of criminal proceedings must notify the school as soon as they receive the hearing date or the summons to be a witness
Disability rehabilitation, assessment or treatment leave as a result of a disability	Discretionary	Normal pay	Assessed on a case-by-case basis	The Equality Act 2010 identifies the provision of paid time off as a reasonable adjustment. It acknowledges that a disabled person may need to be absent from work for 'rehabilitation, assessment or treatment'. There is no evidence that disabled people are more likely to be absent from work than other staff. However, in monitoring absence, due allowance should be made for absences related to a disability. Absences relating to appointments for rehabilitation, assessment or treatment of a disability should be recorded as disability leave. This is paid and does not affect sick pay entitlements. However, any other periods of absence related to a disability should be classified and recorded as sick leave.
Elder care	Statutory	Discretionary pay	Assessed on a case-by-case basis Anytime off beyond immediate crisis is discretionary	Requests for time off to deal with unexpected emergencies to care for an elderly person who is an immediate family member or other elder dependant cared for by the employee is covered under time off for dependants Note: Statutory right does not include a right to time off to provide care beyond a reasonable amount necessary to deal with the immediate crisis

Leave Type	Leave Category	Pay Details	Number of Days	Definition Guidance
Foster care	Discretionary	Discretionary pay	Assessed on case-by-case basis	Requests for leave by foster carers to attend meetings and/or attend training commitments may be considered on a discretionary basis
Funerals/Bereavement (time off to attend)	Discretionary	Discretionary pay	1 day per request	Requests for time off to attend a funeral will be considered on a case by case basis
Graduation	Discretionary	Discretionary pay	1 day	Where attendance at such meetings cannot be arranged outside the employee's usual working hours, one day in the academic year reasonable time off will be agreed
Holiday requests	Discretionary	Unpaid	Assessed on a case by case basis	Request by school-based staff for time off to go on holiday in term time will not normally be granted.
Jury service	Statutory	Normal pay for up to ten working days	Dependent on the case employee is assigned to	All employees must be allowed to take time off for jury service. Employees are entitled to receive paid leave of absence for jury service. Evidence will be requested.
Time off for dependants	Statutory	Discretionary pay	Right to apply for leave although granting of leave is discretionary and will be assessed on a case by case basis	Employees have a statutory right to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements. The emergency must involve a dependant of the employee. A dependant is defined as the employee's parent, wife, husband or partner, or child. It also includes someone for whom the employee is the main carer. In cases 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. Note: the statutory right does not include a right to time off to provide care beyond a reasonable amount necessary to deal with the immediate crisis.
Weddings and Christenings	Discretionary	Unpaid	1 day/per academic year	It is recognised that the employee may have no influence over the day when this event takes place and that it may take place on a working day.