



# CEDARS ACADEMY

## Leave of Absence Policy

Revised: October 2021

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Leave of Absence Policy

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## 1. Introduction

The Academy recognises that an employee has to balance work and their personal life and it is committed to equality of opportunity for all employees and to developing practices and HR policies that support work-life balance.

The Academy depends on all its employees to deliver education and learning and is therefore committed to establishing a positive attendance culture. There is a range of provisions that allow flexible working, special leave to be taken for events outside work and occupational leave schemes covering sickness and maternity.

The aim of this policy is to inform employees of the range of leave options, and other associated provisions, available as an employment right or at the discretion of the Academy.

There may be circumstances which require an employee to be absent for reasons not referred to in this policy. Unpaid time off will always be considered for events which may be foreseen, but are which are of a nature such as to make the presence of the employee necessary, subject to approval from the head teacher.

## **2. Definition of Leave of Absence**

A leave of absence is time allowed away from work, generally requested by an employee, that they must be away from his/her job, while maintaining the status of employee.

## **3. Who the policy applies to**

The policy applies to all employees appointed by the Governing Body.

### **Adoption Leave**

For further details please refer to the Academy's Adoption Leave Scheme.

### **Adoption Support Leave**

Employees will be given up to 3 days' paid time off to attend pre-adoption training which may involve applicant interviews and familiarisation sessions.

Please refer to the Adoption Leave Scheme for further details.

### **Adverse Weather Conditions**

Please refer to the Academy's Adverse Weather guidance.

### **Ante-Natal Care**

Ante-natal care is the care you receive from a midwife or a healthcare professional during your pregnancy. This does not cover ante-natal classes such as parenting classes or aqua natal classes.

- A pregnant employee will be given paid time off to attend for ante-natal care.
- The husband/partner of a pregnant woman will be given unpaid time off up to six and a half hours on no more than two occasions to attend ante-natal care.

The employee must produce evidence of appointments if asked to do so.

Employees are expected to return to work at the end of their appointment.

### **Armed Forces**

Employees should organise their two weeks' paid leave to attend Reserve Forces Summer Camp during Academy closure periods. However if this is not possible employees will be granted the two weeks paid leave during academy time.

Employees who are a reservist for the armed forces will be given unpaid leave for the period that they are called upon to exercise their armed forces duties. This will class as continuous service.

### **Bereavement Leave**

One day of paid leave will be given to attend the funeral of a close relative/partner. This can be extended to 5 days paid leave at the discretion of the head teacher, following discussions with the employee.

In considering the amount of bereavement leave to allow, factors to be taken into account will include;

1. Relationship of the employee to the deceased
2. Arrangements which an employee has to undertake
3. Location of the funeral

In the case of the death of a partner/spouse or child, 5 days' bereavement leave will be given.

### **Career Break**

For further details please refer to the Career Break Policy.

### **Compassionate leave**

The Academy recognises that there are circumstances where an employee may be under undue stress and may need time off work. Therefore the Academy offers up to 5 days' paid compassionate leave. Circumstances which may be covered by this are:

- Death of a partner / spouse or child (in addition to the 5 days' bereavement leave)
- Serious illness of child/partner/close relative.

### **Court Attendance**

The Academy will give paid time off to an employee who is summoned to appear in court as a witness and has no choice about attending. Employees MUST claim an allowance for loss of earnings, which must be declared to payroll.

Where employees attend Court through their own choice, or they have instigated matters of their own doing, such as divorce proceedings or to support a relative or friend, the Academy will give unpaid time off.

### **Emergency Leave/Family Emergencies/Unforeseen Events**

The Academy will give an employee paid time off to deal with the initial emergency e.g. taking a child to A&E or arranging a plumber to attend a burst pipe.

Head teachers will need to be mindful of various circumstances;

1. Relationship of the employee to those being effected by the emergency
2. Whether there are others who can deal with the urgent matter
3. The amount of annual leave / unpaid leave available / flexible leave arrangements / more flexible working for a set period of time.

The employee will then need to make other arrangements if they wish to stay off for longer – this could include annual leave, flexi leave or unpaid leave.

The Academy will always consider unpaid time off for events which may be foreseen, but which are of such a serious nature such as to warrant the employee's presence. For example, time off to settle

an elderly relative into a care home or to attend a hospital appointment or planned operation with a child/partner.

### **Elective Surgery**

Where an employee chooses to undergo elective surgery or dentistry the appointment should be made outside of working hours wherever possible; if this is not possible unpaid leave should be taken. Any post-operative recovery should also be taken as unpaid leave. If the employee becomes medically unfit for work after the elective surgery, the sickness procedure would apply. Elective surgery or dentistry is not to be treated in the same way as surgery or dentistry that is recommended by a medical practitioner.

### **Examination and Study Leave**

Paid leave will be granted to sit approved examinations. Paid study leave may also be granted for final revision just before an examination. This leave will normally be a half day leave per examination.

All such leave is subject to the approval of the Head teacher.

### **IVF / Fertility Treatment**

IVF / Fertility treatment will be recorded as attendance at hospital. If an employee chooses to take additional time off following treatment this should be taken as unpaid leave.

### **Jury Service Leave**

Paid time off will be given to employees called to jury service. Employees MUST claim an allowance for loss of earnings, which must be declared to payroll. The Academy will then deduct the amount of the allowance from the employee's pay.

### **Local Government Interviews**

Teachers shall be allowed paid time off to attend interviews for educational posts in another establishment.

Employees will be given paid time off, at request, to attend interviews with other maintained schools, Academies or other Local Authority offices.

### **Maternity Leave**

For further details please refer to the Academy's Maternity Leave Scheme.

### **Maternity Support Leave – Support Staff**

An employee is entitled to 5 days' paid time off if they are the child's father or the partner or nominated carer of an expectant mother. This time off may be taken at or around the time of birth. A nominated carer is the person chosen 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.

An employee may also be entitled to 1 week of paternity leave.

### **Medical/Hospital/Dental/Physiotherapy/Counselling Appointments**

All employees must, where possible, arrange all GP, hospital, dental, physiotherapy or counselling appointments regarding their own health outside of their normal working hours. Where this is not possible employees must seek authorisation from their head teacher/line manager in order to receive paid leave.

The employee must produce evidence of appointments if asked to do so.

If the appointment is provided through Occupational Health paid leave will be given to attend the appointment.

### **Organ Donation**

An employee undergoing surgery as a living organ donor is entitled to paid time off for the surgery and expected period of recovery. This also applies to bone marrow donation. Where their recovery is longer than expected (for example, due to complications associated with the surgery or procedure, or other illness) this will be classed as sickness absence under the Academy's Sickness Absence Management Policy and Procedure.

### **Outside Activities During Working Hours**

Employees may be given leave of absence during working hours if they want to do the following activities outside their employment with the Academy. The maximum amount of leave is shown at the end of each activity. All leave is subject to the needs of the Academy but will not be unreasonably refused.

- Employees who are members of local authorities, their committees or sub-committees. Up to 48 half days' leave with pay each year plus unlimited leave without pay.
- Employees who are Justices of the Peace, members of committees, tribunals, panels or similar bodies to which they have been appointed or nominated by a Government department or local authority. Up to 24 half days' leave with pay each year plus unlimited leave without pay.
- Employees who are:
  - appointed to represent non-political organisations whose principal aims include the improvement of the standard of local government services (but not the improvement of the status and conditions of employment of employees) to enable employees to attend meetings of those organisations to which any question about the improvement of the standard of local government services is to be discussed.
  - appointed to represent a trade union or association of employees at meetings of both employers and employees established to recommend terms and conditions of employees of local authorities. Up to a maximum of 48 half days' leave with pay each year.
- Employees who are appointed to represent organisations of employees whose objects include the improvement of status and conditions of employment of their members. Up to a maximum of 48 half days' leave without pay each year.
- Employees appointed to represent political organisations at political conferences or as delegates from trade unions to attend political conferences. Up to a maximum of 11 half days' leave without pay each year.
- Employees who are School Governors to enable them to carry out their duties and to attend meetings of School Governing Bodies. Unlimited leave without pay.

### **Parental Leave**

For further details please refer to the Academy's Parental Leave Scheme.

### **Paternity Leave**

For further details please refer to the Academy's Paternity Leave Scheme.

### **Religious or Cultural Observance**

All employees who have particular needs for time off for religious or cultural observance are entitled to request the following subject to the needs of the Academy:

- Flexibility in the arrangement of shifts, rotas and working hours generally
- Unpaid leave.

### **Relocation**

An employee who is newly appointed to the Academy and has to relocate into the area (eg South East to North East) will be given 2 days' paid leave when moving house. This may be increased to 3 days paid leave in exceptional circumstances.

### **Shared Parental Leave**

For further details please refer to the Academy's Shared Parental Leave Scheme.

### **Special Leave relating to a disability**

Paid leave will be given to employees who have a disability for predictable absences required for specific, known reasons relating to that disability: annual check-ups, hospital, doctor and medical appointments, treatments including therapies, counselling, surgery, and rehabilitation including rehabilitation activities (e.g. guide dog or sign language training).

As these absences are pre-planned, the employee must give reasonable notice of the date it is to be taken, clearly stating the reasons and providing supporting evidence such as appointment cards and doctors letters where appropriate.

### **Sporting and Recreational Activities**

- An employee selected to officiate as a judge or a coach at national and international schools' competitions will be given paid time off.
- An employee selected to represent their country in international competitions sponsored by a national association, such as boxing, swimming, athletics, will be given paid time off.
- An employee selected to officiate on behalf of their country as a coach or a judge in international competitions sponsored by a national association will be given paid time off.
- An employee selected to represent their county in inter-county and national competitions will be given paid time off.
- An employee selected to officiate on behalf of their county or recognised organisation as a coach or a judge in inter-county and national competitions will be given unpaid time off to carry out the training for the event, and up to 10 days paid time off to attend. Any additional time off will be taken as unpaid leave.
- An employee who wishes to take part in specific activities organised by a group of enthusiasts with a similar objective, such as choral festivals, eisteddfodau or expeditions will be given unpaid time off.
- An employee who wishes to take part in specific activities organised by national, international and recognised associations will be given unpaid time off.

All paid time off is given on the understanding that the employee does not receive any other payment apart from expenses.