



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

Time Off Work Policy

Date adopted: 5 July 2017

Signature: _____

Review date: _____

The Levels Academy comprises four schools, namely:
Hambridge Primary School and includes Little Levels Pre-School
Huish Episcopi Primary School
Middlezoy Primary School
Othery Village School

This policy has been reviewed to cover each of the above schools.

Introduction

This procedure applies to school-based staff employed by The Levels Academy and sets out employees' entitlements and obligations with regard to special leave, other than sickness, maternity, paternity, adoption, parental or annual leave.

The normal expectation is that employees will make personal arrangements outside normal school/working hours in order to minimise the impact on the effective running of the school. However, the school recognises that this may not always be possible and therefore wishes to support employees in those circumstances, whilst taking into account the needs of the school.

The Head of School has delegated responsibility for granting special leave as outlined in this document. In the case of the Head of School requesting special leave, the request will be directed to the Executive Principal. In the case of the Executive Principal, the request will be directed to a nominated Trustee, normally the chair. In that event, all subsequent references to the Head of School or Executive Principal in this document should be replaced by 'nominated governor or nominated trustee'.

If leave is required for a reason not contained within this document the request will be referred to the Local Governing Body for consideration. In addition, the Head of School will provide the Local Governing Body with termly reports on the granting of special leave under this document, but without identifying any individuals.

Time off may be granted with or without pay and salary will be deducted for periods of unpaid leave. Authorised leave of absence (paid or unpaid) does not break continuity of employment. However, unpaid leave of absence does not count towards reckonable service for pension purposes.

Unauthorised leave of absence will be dealt with in accordance with the disciplinary procedure and salary may be deducted following written notification from the Head of School to the employee.

This policy will be reviewed regularly and may change subject to the needs of the school and the demands on the school budget.

The Procedure for Time Off

Except in an emergency, applications **must be submitted in writing** as far in advance as possible. The application for time off should be submitted, in the first instance, to the Head of School.

If time off is required in order to deal with an unexpected emergency involving a dependant, the employee must notify the Head of School as soon as practicable, giving the reason for their absence and how long they expect to be absent from work in order to deal with the emergency.

The Head of School will consider the request, having regard to statutory obligations (see 'statutory time off' below), the nature of the request, the employee's eligibility and the needs of the school. The Head of School will notify the employee in writing as soon as possible of their decision.

Employees have the right of appeal to the appeal committee of the governing body. The appeal committee's decision, which will be provided in writing to the employee (normally within five working days), will be final.

Statutory Time Off

Trade Union Duties and Training

Officials of recognised trade unions/professional associations have the right to reasonable paid time off work to undertake appropriate industrial relations duties and to undergo training for those duties. Further details are provided in a separate trade union facilities agreement. Trade union officials requesting time off to pursue their industrial relations duties or activities should provide the Head of School with as much notice as possible and give details of the purpose of such time off, the intended location, and timing and duration of time off required. Those officials who require paid time off to undergo relevant training should give at least 3 weeks' notice and, if asked to do so, provide a copy of the syllabus or prospectus indicating the content of the training course.

Time Off for Dependants

All employees are entitled to take a reasonable amount of unpaid time off during working hours in order to take necessary action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves their child and occurs unexpectedly while the child is at another educational establishment.

The employee must inform the employer of the reason for their absence and how long they expect to be absent as soon as is reasonably practicable. Time off work under this provision is envisaged as being no more than one or two days in most cases.

A dependant is:

- a spouse;
- a civil partner;
- a child;
- a parent;
- a person who lives with the employee other than as their employee, tenant, lodger or boarder;
- any other person who would reasonably rely on the employee for assistance if they fell ill or were injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the employee to make arrangements for the provision of care.

The Head of School may exercise discretion to grant paid leave to deal with such an emergency.

Public Duties

Where an employee holds a public office or public position, it is the school's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for any such time off by working additional hours at another time.

Employees should provide written notification, as far in advance as possible, to the Head of School of any dates on which they wish to take time off work for public duties, stating the expected length of absence.

Time off for public duties will normally be unpaid. However, at the discretion of the Head of School, an employee may continue to be paid at their normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the duties performed which the employee must declare.

Examples of public duties for which leave may be paid include: magistrate/JP, service with Territorial Army, meetings of other public bodies, e.g. school governor; local councillor, member of a statutory body, candidate in local government elections. This is not an exhaustive list.

Other Requests for Time Off

Absences during the school term time and school day must be kept to a minimum to avoid a detrimental effect on the education of pupils. Therefore, requests from any member of staff for absence to be taken during term time must be regarded as the exception. The Head of School, in consultation with the Executive Principal and governing body where necessary, may approve paid special leave in certain circumstances. These requests must be put in writing to the Head of School. The following is a list of examples but each case will be judged on its merits and the circumstances surrounding the request. A combination of paid/unpaid leave may be appropriate in some instances.

Holidays

Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will not be granted.

Dental/Medical Appointments

It is expected that dental and medical appointments will be made **out of school hours wherever possible**. However, **in exceptional circumstances** where the Head of School/other appropriate senior manager accept that this is not practical, leave with pay to attend such appointments will be granted for the minimum period required. The employee should give the Head of School/other appropriate senior manager reasonable prior notice of the appointment and, if requested, produce evidence of each appointment.

Interviews

Reasonable time off with pay will be given to attend interviews within Somerset County Council or another Local Authority. Written evidence of details of the interview should be provided to the Head of School.

Study and Examination Leave

The time off with pay will be given to take relevant professional/other examinations as part of an approved course of study. Revision leave may also be granted prior to such examinations based on one day per examination, up to a maximum of three days per school year.

Other Professional Reasons

Teachers may be involved in the activities of examining bodies requiring their release from work for several days per year. Time off with pay will be granted wherever possible, having regard to the needs of the school.

Bereavement

In each leave year a period of up to ten school days (including funerals) with pay will be given following the death of a close relative, having regard to individual circumstances. A close relative is a partner, parent, partner's parent, sibling or child. One day will be given with pay to attend the funeral of any other relative. Time off without pay may be granted to attend the funeral of a non-relative.

Other Private/Family Business

Paid and/or unpaid leave may be granted, at the discretion of the Head of School, for pressing and important reasons not covered by 'statutory time off', such as domestic emergencies, unforeseen childcare problems and other events that cause serious personal disruption or distress to the employee or a member of their immediate family.

One day with pay may be granted in order to attend the wedding of a parent, brother/sister or child.

One day with pay will be given in order to move house.

One day with pay will be given to allow the employee to attend their graduation (or similar ceremony), or that of their partner or child.

Up to two paid days per school year will be granted to attend religious ceremonies of major significance in the particular faith.

Jury Service

An employee should provide a copy of the court summons and should submit a claim to the court for loss of earnings. The employee will continue to be paid whilst on jury service at the normal rate of pay, subject to the deduction of any monies received from the court in respect of loss of earnings.

Time Off Work Procedure

Appendix A

The allocations below relate to full time working hours in an academic year. P/T pro rata.

Time off for dependents in an emergency	At the discretion of the Head of School
Time off for dependents for sickness/childcare/medical appointments	Unpaid
Trade Union Duties	To be agreed per academic year
Public Duties	Unpaid
Jury Service	Expenses paid by court deducted from salary
Dental/Medical Appointment	Appointment to be arranged out of working hours where possible. In special circumstances up to 3 occasions paid leave for the minimum period of time required.
Bereavement	Up to 10 days paid leave for a close relative (See Policy). 1 day unpaid leave to attend the funeral of a non-relative.
Religious Ceremonies	Up to 2 days paid in an academic year
Study leave and examinations	Paid leave for examinations for the minimum period required.
Graduation	Up to 1 day in an academic year.
Weddings	1 day with pay – close family member (parent, child, brother, sister)
House Move	1 day with pay
Compassionate Leave	Granted either paid/unpaid at the discretion of the Head of School
Other absence requests not listed above	Written request to Head of School in the first instance in conjunction with the Executive Principal and Local Governing Body

