



Dixons Allerton Academy

Leave of Absence, Time off Work and Secondments

Responsibility for Review: Senior Leadership Team

Statement of intent

Dixons Allerton Academy regards the excellent attendance of staff as one of the key foundations for its growing success.

We recognise that the effectiveness of the academy depends on the commitment of all staff. We also acknowledge that a fair and balanced policy on leave of absence, time off work and secondments contributes to the maintenance of staff morale and thereby to the success of the academy.

The Academy recognises that absence from duty by staff may be unavoidable at times and required for a wide variety of reasons including compassionate grounds, jury service or for other family, personal, religious and professional reasons.

The SMT expects that teachers and term time support staff will arrange their holidays during closure periods. It is also expected that staff will consider for all absences how these may be arranged to cause the least inconvenience for the academy. Whilst all requests for leave of absence will be considered in a balanced way, other than in exceptional circumstances or on compassionate grounds, leave of absence will not normally be approved in term time except as covered in conditions of service agreements or statute.

The SMT will observe the relevant conditions of service agreements and its statutory obligations regarding leave of absence.

Signed by :.....

Date:.....

(Principal)

Signed by :.....

Date:.....

(Chair of Governors)

Procedure for considering requests for planned leave of absence

1. Requesting Leave of Absence

- 1.1 Requests for planned leave of absence should be made in writing using a “Leave of Absence Request Form” (See Appendix A) and be presented to the HR/Cover Manager. This should be submitted to the Deputy Principal, and should include reasons for the request which make clear why the leave cannot be taken during a normal closure period, and the dates and length of the period of leave of absence requested.
- 1.2 The same process will be used by the Principal except that the request should be submitted to the Chair of Governors.
- 1.3 The request should be made **with as much notice as possible** so that proper consideration can be given to the request and to enable appropriate cover to be arranged in the event of the absence being approved. Other than in cases of emergency, a minimum of two week’s notice should be given for any requests for leave of absence for periods of up to 5 working days, and for longer periods a period of notice (excluding the summer break) equivalent to twice the length of the period of leave being requested. Prior notice of more than three months is not required but would be helpful to the academy for planning purposes.
- 1.4 Staff should not make any arrangements until approval for the absence has been given.
- 1.5 In cases of emergency need, the notice provision set out above will normally be waived by _____ management.

2. Deciding on Leave of Absence requests

- 2.1 The Deputy Principal shall normally decide on requests for discretionary Leave of Absence on a paid or an unpaid basis, having regard to the relevant conditions of service and the policy of the SMT. In the case of extended leave and other exceptional circumstances the decision will be taken by the SMT, including the Principal.
- 2.2 The Deputy Principal will approve all requests for non-discretionary absence (e.g. Jury Service, Paternity Leave etc) in accordance with legislative and conditions of service requirements, and irrespective of the length of the absence. Where a non-discretionary absence amounts to more than 5 days the Deputy Principal will inform the SMT of the length of the absence and the reason for it.
- 2.3 The Chair of Governors will decide on all requests for leave of absence made by the Principal.
- 2.4 All decisions will be confirmed in writing using the “Leave of Absence Request Form”. In the case of refusal, reasons will be given.

- 2.5 If the request is refused, the member of staff may appeal to the Governing Body. The appeal should be made in writing within 20 working days of the original decision being given, stating the grounds for the appeal. The academy grievance procedures will be used. There is no further level of appeal.
- 2.6 Employees need to be mindful of the time that could be required for the decision making process, including any potential appeal.

3.Unpaid leave

- 3.1 The methods to be used for the calculation of adjustments to pay during periods of leave of absence without pay will be made in accordance with local terms and conditions in Bradford.
- 3.2 Any illness occurring within the period of unpaid leave will not be covered by the academy's provisions for sick pay.

4.Unauthorised leave of absence

- 4.1 The taking of unauthorised leave of absence is automatically unpaid and may lead to disciplinary action resulting in a formal warning being issued, or dismissal where the circumstances would justify such action.
- 4.2 Overstaying and late returns may be considered as unauthorised leave of absence. Staff **must** preserve any documentary evidence which shows that a late return was unavoidable (tickets, sick-notes etc).

Guidance on Contractual and Statutory Entitlements to Leave of Absence

The following guidance is intended to give basic information only.

5.Time off for antenatal care (Please refer to the Maternity Policy for further details)

- 5.1 All pregnant employees are entitled to paid time off in order to keep appointments for antenatal care, made on the advice of a registered medical practitioner, registered midwife or registered health visitor. Antenatal care includes medical examinations. It may also include other appointments, for example, relaxation classes and parent-craft classes.
- 5.2 Except for the first appointment, if requested by the Deputy Principal, the employee must be prepared to show a certificate from a registered practitioner, registered midwife or registered health visitor confirming that she is pregnant and an appointment card, or some other document, showing that an appointment has been made.
- 5.3 There is no automatic right for the partner of a pregnant woman to be given time off to accompany her to antenatal care appointments or classes. In exceptional cases leave may be granted for this purpose on compassionate grounds.

6. Maternity, paternity and adoption leave (Please refer to the Maternity Policy for further details)

- 6.1 The SMT will grant paid leave in accordance with statutory requirements.
- 6.2 The entitlement to adoption leave and adoptive paternity leave is comparable to maternity and paternity leave excluding the pre-natal period.
- 6.3 Adoption leave is not payable where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's child.
- 6.4 Conditions of Service extend eligibility to paternity/adoptive paternity leave to a sole carer (e.g. adoptive parent's mother) where they reside at the same address as the mother / adoptive parent.
- 6.5 To avoid discrimination on the grounds of sexuality same-sex partners should be considered as eligible for paternity leave on the same conditions as set out for fathers.

7. Parental leave (Please refer to the Flexible Working Policy)

- 7.1 Parental leave is a right for employees with parental responsibility to take time off work to look after a child or make arrangements for the child's welfare. They can use it to spend more time with children and strike a better balance between their work and family commitments. To be eligible, employees generally have to have one year's continuous service.
- 7.2 Eligible employees are entitled to:
 - 13 weeks unpaid leave in total for each child, up to their fifth birthday
 - 13 weeks unpaid leave in total where the child has been adopted up to five years after the placement date of an adopted child or until their 18th birthday, whichever comes first
 - 18 weeks unpaid leave in total for each disabled child, up to the child's 18th birthday (for the purposes of parental leave a "disabled child" is one for whom an award of disability living allowance has been made).
- 7.3 Parental leave is for each child, so if triplets are born each parent will get 13 weeks unpaid leave for each child (18 weeks for each disabled child).
- 7.4 No more than 4 weeks unpaid parental leave may be taken in any one year. For these purposes, "a year" starts with the commencement of eligibility of parental leave. This is when the child is born (or placed in the case of adopted children) or when one year's service has been completed, whichever is the sooner. "A week" is defined as a calendar week, based on the normal working pattern.

- 7.5 Staff will be able to take parental leave in short or long blocks provided they give at least three weeks' notice of each leave period.

8. Time off for dependants

- 8.1 Employees have a 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. According to the regulations, a dependant is the husband, wife, child or parent of the employee. It also includes someone who lives in the same household as the employee. For example, this could be a partner or an elderly aunt or grandparent who lives in the household.
- 8.2 In cases of illness or 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 one who can help in an emergency; for example an aunt who lives nearby who the employee looks after outside work falls ill unexpectedly, or an elderly neighbour living alone who falls and breaks a leg, where the employee is closest on hand at the time of the fall.
- 8.3 The right to time off does not extend to time off for domestic emergencies such as a breakdown of a heating boiler and time off for incidents of this kind is at the Deputy Principal's discretion.
- 8.4 The regulations do not give the right to paid time off for dependants. However, Teachers' conditions of service provide for up to 2 days discretionary paid leave to care for members of the immediate family in the case of sickness. The Academy will pay up to a maximum of 5 days in the academic year and any additional time is at the discretion of the Principal. We apply the same conditions to the members of Associate Staff. Before requesting such leave staff are asked to consider whether there are any alternatives to taking time off work, including whether the need for time off to care for children is being fairly shared by any partner.

9. Time off to accompany a colleague to a discipline, grievance or flexible working hearing

- 9.1 Employees have the legal right to take paid time off work to accompany fellow employees of the same employer to certain disciplinary and grievance hearings.

10. Time off for job hunting or to arrange training when facing redundancy

- 10.1 An employee who is being made redundant is entitled to take reasonable time off with pay to look for another job, or to arrange training for future employment. The employee, who must have at least 1 years' continuous service (at the date the redundancy will take effect), can take time off within working hours while under notice.

11. Study Leave and Attendance for Examinations (discretionary and non-discretionary)

(see relevant conditions of service)

- 11.1 For courses of training and study that are not directly related to the employee's job, or have not been specifically approved by the SMT, leave may be granted at the academy's discretion with or without pay.
- 11.2 For courses of training and study approved by the SMT leave with pay will be granted as necessary. Conditions of Service for Support staff additionally allow half a day's leave to prepare for each examination. Any leave agreed to prepare for examinations will be approved subject to any practical and organisational constraints affecting the academy.

12. Time off for Religious Observance

- 12.1 Teachers and support staff on term time contracts may take up to three days leave with pay for this purpose in each academic year. This is a special arrangement for those staff who do not have a holiday entitlement other than during the academy closure periods.
- 12.2 The days can be taken only for the purpose of attendance at a religious ceremony or for observation of a religious festival which the member of staff is under a moral obligation to attend for religious reasons. However, the Academy's arrangements do not provide for paid time off to prepare for festivities or days which may be used as family celebrations which are not the specified dates for the religious event.
- 12.3 If the religious ceremony or festival falls at a weekend the time off is not transferable to the following working day.
- 12.4 Staff who are on all year round contracts must use their normal holiday entitlement for the purpose of religious observance.
- 12.5 Any request made for a substantial period of leave in order to carry out religious obligations for members of any religion will be considered on the same basis as other decisions, balancing any exceptional or compassionate grounds against the negative impact on students and other staff.

13. Time off for public duties and activities

- 13.1 Subject to the needs of the academy, employees are entitled to reasonable time off in order to carry out public duties and activities.
- 13.2 For Teachers, the time off is on a paid basis to a maximum of 20 days or 40 half days
- 13.3 Full time associate staff are entitled to 208 hours (approximately 28 days) paid leave for public duties each financial year, with entitlement for part-timers being pro-rata.

14. Bereavement leave

- 14.1 All requests for bereavement leave will be treated sympathetically and, although granted at the discretion of the Deputy Principal or Chair of Governors, will not normally be refused without good reason.
- 14.2 Teachers are allowed up to 2 days with pay for immediate family (with extra travelling time of up to 3 days if necessary).
- 14.3 Associate staff are allowed up to 5 days with pay.
- 14.4 For all staff the leave need not be taken continuously and can be taken in accordance with the practical needs and circumstances of each case.

15. Time off to visit relatives abroad – Extended leave

- 15.1 It is recognised that some employees have close relatives abroad whom they may wish to visit for an extended period. In such circumstances, an employee may apply to take an extended period of unpaid leave. All requests will be considered taking into account both the needs of the staff member and the needs of the academy. Staff are requested to arrange any extended leave to coincide with the main periods of academy closure. If the period of leave would cause particular difficulty for the academy the request may be refused or the staff member asked to reconsider the period for which leave has been requested.
- 15.2 Associate staff on all year round contracts may accumulate leave for the purpose of extended absence (see conditions of service).
- 15.3 Overstaying an approved absence may be considered as unauthorised absence (unless there are substantial grounds for having done so – staff in this situation should keep any evidence) and could lead to disciplinary action.

16. Secondments, extended leave of absence, career breaks and extended study leave

- 16.1 In the event that a member of staff requests an extended period of unpaid leave the SMT including the Principal will consider the request taking into account any financial, organisational or educational effects on the academy, and the circumstances and reasons given by the individual.
- 16.2 The SMT will not normally approve absences of more than two years in length and may require that the dates of commencement and ending are consistent with the practicalities of recruiting temporary cover staff.

17. Appeals

- 17.1 Appeals will be considered by a panel of at least three Governors.

Appendix 1

Leave of Absence Schedule (Teachers Pay & Conditions)

Teachers' Conditions of Service stipulate that leave will normally be granted in accordance with the following schedule. Discretion lies with the Deputy Principal or the SMT including the Principal except where it is indicated that the discretion resides with the Governing Body.

Excerpt from Teachers Conditions of Service - Schedule for leave of absence			
	Reason for absence	Maximum period of absence (academy days)	With or without pay
1	Death of member of immediate family (defined below)	2 days (with extra travelling time of up to 3 days if necessary) and any additional days	With pay and Without pay
2a	Wedding of any member of immediate family* OR	1 day	With pay
2b	Wedding of member of family (other than immediate family)	1 day	Without pay
3	Jury service	See conditions of service	With pay (employee must claim an allowance from Court)
4a	Attendance at interviews – posts connected with education	Dixons to retain discretion	With pay
4b	Attendance at interviews	As necessary	Without pay
5	Attendance at meetings of Examiners for GCSE or other approved examinations	As previously arranged with SMT	With pay
6	Attendance at courses (and for examination study and for examination) approved by the SMT (or relevant manager for centrally employed teachers)	As necessary	With pay
7	Other examination leave and study where not directly related to the teacher's job.	As approved by the SMT	With or without pay

8	Attendance at a religious ceremony or observation of religious festival which the teacher is under a moral obligation to attend or observe by reason of his/her membership of, or office in, a church or religious order	Up to 3 days per year	With pay
9a	Removal of home by teacher or term time only staff joining the Academy	1 day and up to a further 2 days for travelling at the discretion of the SMT	With pay
9b	Removal of home by teacher or term time only staff moving house within the district	1 day	With pay
10	Illness of member of immediate family	2 days (also see dependants / parental leave)	With pay
11	Hospital attendance of self And Of immediate member of family with the exception of grandparents and grandchildren	1 day and 1 day	With pay
12	Attendance at University Graduation Ceremony etc. where self or member of immediate family is receiving a degree, diploma or certificate	1 day	With pay
13	Other urgent or private family business	Up to 1 day	Without pay
14	Attendance of husband at the birth of his child NOTE: this leave is only applicable to a teacher who does not qualify for paternity leave.	Up to 2 days at the discretion of the SMT	With pay

NOTES:

Definitions of "immediate family"

For the purpose of this scheme "immediate family" shall include:

<i>Wife</i>	<i>Father</i>	<i>Mother-in-law</i>	<i>Partner</i>
<i>Husband</i>	<i>Brother</i>	<i>Father-in-law</i>	<i>Stepfather</i>
<i>Son</i>	<i>Sister</i>	<i>Grandmother</i>	<i>Stepmother</i>
<i>Daughter</i>	<i>Guardian</i>	<i>Grandfather</i>	<i>Stepbrother</i>
<i>Mother</i>	<i>Ward</i>	<i>Grandchild</i>	<i>Stepsister</i>
			<i>Stepchildren</i>

* EXCEPT for “Wedding of any member of immediate family” where immediate family does not include:

Self, Grandparents, Parents-in-law and Grandchildren

Appendix 2

Dixons Allerton Academy

Request for Planned Absence or CPD

This slip should be completed for all requests that occur in the Academy day, regardless of whether cover is required. This process needs to be started well in advance of your absence.

All requests to be submitted to Paul Brook, minimum 5 days prior to absence. If you have an urgent booking please tell Paul Brook immediately.

Name:

Date Requested

Day:		Date:		Period(s):	
Reason for Absence: CPD <input type="checkbox"/> (fill out reverse) Other <input type="checkbox"/> (Details below)					
Period	No cover Req.	Class	Room	Work left with	
1					
2					
3					
LFT					
4					
Duty		Location		Member of staff covering	
Break					
Lunch					

Line Manager: _____

Date:

Office use only:

Absence agreed: with/without pay **Supply Cover required**
Fund: _____

Cover/Funding checked (CPD) **HR Signature:**

Deputy Principal Signature: _____ **Date:**

Name:

Date of Absence:

Your request for absence has been agreed/ denied.

Cover details have been passed on. Please make sure that the work set for your classes is appropriate and has a lesson plan attached.

All work should be left in the appropriate trays in the Staffroom and your line manager should also be aware of lesson content.

Thank you
Paul

Dixons Allerton Academy
Application for Professional Development

Name: _____ Date of Course: _____

Course Title: _____

Course details attached Cost: _____

Which performance management target/faculty target will this course help you to achieve?

What are your professional development objectives for attending this course?(relate to T&L or leadership)

What do you hope you will be able to do after this course that you cannot now?

When and with whom will you be using the materials you create from the course? (Course to classroom within 14 days)

Signed: _____

Dated: _____

CPD Return Slip:

Approved/ Not approved:

Staff informed on: _____ by: _____

Funding arrangements: _____

Cover arranged: _____

Deputy Principal: _____ HR: _____ Date:
