

FRODSHAM WEAVER VALE PRIMARY SCHOOL



Staff Leave Policy

Adopted from

CESHIRE WEST AND CHESTER

HUMAN RESOURCES

LEAVE POLICY

1. Introduction

Frodsham Weaver Vale Primary School recognises the importance of providing a range of leave provisions for its employees to enable them to manage their work and personal life. This includes annual leave as well as a range of other leave provisions which cover a range of circumstances.

In some cases due to differences in terms and conditions, different provisions may apply to teachers and support staff.

2. Policy

2.1 Annual Leave

2.1.1 Teachers annual leave coincides with school holidays.

2.1.2 Support staff are entitled to 25 days annual leave plus bank holidays, or 30 days plus bank holidays if they have five years service with an organisation covered by the Redundancy Payment Modification Order (RPMO) (applied as soon as the employee reaches five years service).

Annual leave and bank holidays will be pro-rata'd for those employees working part-year and/or less than 37 hours per week. Support staff annual leave will normally coincide with school holidays and therefore will be calculated as part of an overall pay calculation (see part-year pay calculator).

The annual leave year for support staff runs from 1st April until 31st March, however this may be varied by agreement by the governing body.

Support staff may carry-over leave from the previous leave year or bring forward from the subsequent leave year, up to five days' subject to approval by the Headteacher.

On termination of employment, a calculation will be undertaken to establish if any leave has been outstanding or if they have overtaken leave. This will normally be resolved as part of the employees final pay.

2.2 Special Leave

2.2.1 The Headteacher/Principal may grant teachers up to five days special leave with pay in any academic year.

The Chair of Governors may grant the Headteacher up to five days special leave with pay in any academic year.

In exceptional circumstances, the Headteacher, in consultation with the Chair of Governors may grant between 6 and 10 days special leave with or without pay.

The Chair of Governors may approve unpaid special leave for a teacher on the recommendation of the Headteacher.

The Governing Body may approve unpaid special leave for the Headteacher.

2.2.2 The Headteacher may grant support staff up to 6 days special leave with pay in any academic year.

2.2.3 The table below provides guidance on appropriate leave in various circumstances:

	Teachers	Support Staff
Serious illness of near relative where it is essential for the teacher or support staff to be absent to make arrangements for the care of that person, for example partner, child etc.	Normally up to 5 days (6 – 10 days may be granted without pay in exceptional circumstances)	Up to 6 days (7 – 10 days may be granted without pay in exceptional circumstances)
Death of immediate family or partner's	Normally up to 5 days (6 – 10 days may be granted without pay in exceptional circumstances)	Up to 6 days (7 – 10 days may be granted without pay in exceptional circumstances)
Funeral of immediate family or partner's	Normally 1 day	
Wedding or civil partnership of immediate family or partner's	Normally 1 day	
Attendance at court (not related to a school matter)	With or without pay at the discretion of the Headteacher in consultation with the Chair of Governors	
Studying For or Taking Examinations	One day paid leave for each examination and one day paid leave for associated revision.	
Attendance At Interview	For Teaching Appointments leave will be granted with pay. For other interviews, leave may be provided with or without pay at the discretion of the Headteacher, in consultation with the Chair of Governors.	
House move (where it is not possible to arrange this during school closure periods)	One day will normally be provided with pay for this purpose. A second day may be provided without pay at the discretion of the Headteacher.	
Religious holidays	Governing Bodies should consider granting leave of absence with pay up to a maximum of three days.	

2.3 Unpaid Leave/Sabbatical

Headteachers, in consultation with the Chair of Governors, may grant unpaid leave in excess of that detailed in Section 2.2 and up to 12 months unpaid leave in any leave year. Requests for unpaid leave for the Headteacher or requests for unpaid leave in excess of 12 months require Governing Body approval.

2.4 Time Off For Dependants

Employees are legally allowed to take a reasonable amount of **unpaid time off** work to deal with an emergency related to a dependant and to make any necessary longer term arrangements. The first day of the first instance within a school year (September 1st to August 31st) will be paid. All further instances will be unpaid.

The duration of the time off is defined as such as is reasonable in order to take the necessary action to deal with the situation or make appropriate arrangements. For most cases, one or two days should be sufficient to deal with the problem.

2.5 Public Service Leave

The Governing Body will where possible support employees who wish to serve the local community. For example, this could be as a School Governor, Magistrate, Councillor etc. Requests for this type of leave should be approved by Governing Body, taking into account the nature and amount of leave requested.

It is recommended that the normal entitlement for leave of absence for public duties should be no more than twelve days in term time but Governors may agree additional leave where it is considered essential for the performance of public duties and where educational efficiency will not be impaired.

Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the school. In the case of membership of another local authority, the employee must pay to the school 75% of any attendance allowance claimed. Where a fee is paid, the employee's salary should be offset against this and the amount paid back to the school, with any difference being retained by the employee.

2.6 Leave for Trade Union Duties

Accredited trade union officials are allowed time off for trade union duties and activities in accordance with the ACAS Code of Practice and the time-off agreement between the Council and trade unions.

2.7 Leave for Jury Service

Additional paid leave (less the amount of the loss of earnings allowance under the Jurors' Allowance Regulations) will be allowed for jury service.

2.8 Leave for Armed Forces Reserves

Additional paid leave of one week will be granted, and a second additional paid week will be at the Headteacher's discretion.

2.9 Family Friendly Leave

Family friendly leave provisions are detailed in the Maternity, Paternity, Adoption and Shared Parental Leave policies.

2.10 Foster Friendly Employer Leave

Those employees who are either approved or seeking to become foster carers will be provided with paid leave of up to 5 days (or up to 37 hours) to support employees with the application process, up to 5 days (or up to 37 hours) when they take on a placement and also up to 2 days (or up to 14.8 hours) to help attend training and meetings when they already have a foster care placement. This is provided in any 12 month period.

Employees will be required to demonstrate evidence of being an approved foster carer.

3. Aims/Principles

- 3.1 Employees should endeavour to minimise the time they are away from work to avoid disruption to service delivery. Where possible arrangements for time off should be made around business needs and in the employees own time.
- 3.2 However, the School wishes to support and encourage employees to enjoy a healthy work-life balance and recognises that there are certain times when employees may need extra assistance. Headteachers should consider the most appropriate support from the range of leave provisions.

4. Scope/Application

- 4.1 This policy applies to all teachers and support staff who are employed to work in schools.
- 4.2 Despite there being a suite of leave arrangements, these are discretionary (in most circumstances) and should not be considered to be entitlements. Employees must always seek the permission of their Headteacher before undertaking any form of leave (or retrospective permission when there has been leave due to an emergency). Leave that is not agreed (paid or unpaid) may be deemed unauthorised and may be dealt with through the disciplinary procedure.
- 4.3 All leave entitlements will be pro-rata for part-time and part-year workers.

5. Definitions

A dependant is defined as:

- a spouse; a civil partner;
- a child; a parent;
- a person who lives with the employee other than as his/her employee, tenant, lodger or boarder;
- any other person who would reasonably rely on the employee for assistance if he/she fell ill or was 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.

6. See also:

- School Teachers Pay & Conditions Document
- Burgundy Book
- NJC Green Book
- Leave Procedure

Version	Date Created	Owner
1.0	April 2018	Schools HR Consultancy