

Sonning Common

Primary School

**LEAVE OF
ABSENCE
POLICY**

**POLICY No. 73 Version 1
Summer 2009**

Leave of Absence Policy

Sonning Common Primary School Leave of Absence Policy

1. Introduction

The Governing Body ensures that all employees are treated equally and consistently when applying for leave of absence, in accordance with the school's Equal Opportunities Policy and taking account of differing national and local conditions of employment.

The Governing Body is responsible for ensuring the school's Leave of Absence Policy is followed and for monitoring staff absence rates. Unauthorised absence is dealt with under the school's Disciplinary Procedure. As in the majority of cases a quick response is required, the responsibility for implementing this Policy is delegated to the Headteacher, or to the Chair of Governors in the case of applications for leave of absence from the Headteacher.

Where an employee wishes to make representations against a decision made by the Headteacher or Chair of Governors, they may write to the Governing Body giving full details of the request. The decision of the Governing Body is final.

Employees have certain entitlements to leave of absence, in particular circumstances, under their conditions of service. In other circumstances the Governing Body grants leave of absence on a discretionary basis in accordance with this Policy.

2. Entitlement

The Governing Body will grant leave of absence in accordance with national or local conditions of service in the following circumstances:-

Entitlement: With Pay

(i) Examiners and Moderators for Examining Bodies

Chief Examiners and Chief Moderators are given up to 10 school days' leave with pay in any one financial year. Examiners and Assistant Moderators are given up to 5 school days' leave with pay in any one financial year.

Employees are not required to pay the Council or their school any fees or expenses received for examining and moderating duties.

(ii) Jury Service and Other Public Service

An employee receiving a summons to serve on a jury must report this to the Headteacher who will grant a leave of absence unless exemption from jury service is secured. The Headteacher must report the dates of jury service to the Senior Advisory Officer so that the necessary financial adjustments can be made. An employee serving as a juror is required to claim the allowance for loss of earnings to which he/she is entitled under the Juror Allowance Regulations currently in force. The Authority will deduct from the employee's full pay an amount equal to the allowance received for loss of earnings, and this sum will then be credited to the school's budget.

(iii) Witness Summons

An employee who is subpoenaed as a witness to appear before the court must report this immediately to the Headteacher, who will grant leave of absence with pay for such time as is necessary to discharge the duty as witness.

(iv) Service in Non-Regular Forces

Employees must obtain the Governing Body's consent before joining the Non-Regular Forces (e.g. Territorial Army, Royal Air Force Volunteer Reserve). The Governing Body will grant two weeks' additional paid leave to volunteer members of the Non-Regular Forces who are required by the Forces to attend summer camp.

Such employees are required to show the Headteacher a copy of their Forces' payslip for the period of the summer camp, so that the Headteacher can arrange for a deduction to be made from the

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employee's County Council salary of an amount equal to the pay received from the Forces for each normal working day of the absence (i.e. without making any deductions for days when the employee would not normally be working). The Headteacher ensures this sum is credited to the school's budget.

Any such employees who are called-out by the Secretary of State for service with the armed forces are granted leave of absence without pay for the duration of that service (unless the Governing Body applies for and gains exemption, deferral or discharge on the grounds that their absence would cause serious harm to the school in which they are employed.)

(v) Magistrates and Members of Public Bodies

Employees who are appointed as magistrates or who undertake duties connected with the work of district councils or other public bodies, including governing bodies, will be granted leave of absence with pay for the equivalent of up to 208 hours per year in the case of staff on Oxfordshire Pay conditions of service, and 10 school days a year for other staff, unless special approval is given by the Governing Body in exceptional circumstances.

In the case of employees who have been appointed to service on the Education Committee of the County Council or any of its sub-committees, the question of leave of absence does not arise since the employees concerned are regarded as undertaking special duties at the Council's request.

(vi) Union Duties

See the Authority's Facilities Agreement.

(vii) Job Interviews

Leave with pay is granted as necessary.

(viii) Examination Leave

Staff on Oxfordshire Pay conditions of service are granted a maximum of 5 days' leave with pay to sit approved examinations : this is normally half a day per examination subject. Other staff are granted 1 day's leave with pay to sit each approved examination.

(ix) Paternity Leave

Staff on Oxfordshire Pay conditions of service and with continuous service of one year or more, are granted the specific Oxfordshire Paternity Leave entitlement. For other staff the discretionary compassionate leave provisions of this Policy apply.

(x) Appointments with Dentist, Doctor etc.

These appointments should be made outside normal working time except in emergencies or where consultants etc. are inflexible over timing.

3. Discretionary

The Governing Body normally applies a limit of 5 days' discretionary leave with pay per annum, although additional time (either with or without pay) may be granted in exceptional circumstances.

The Governing Body may grant leave (either with or without pay) for a period of time in excess of the limits quoted above, and for any other good reason. These could include any of the circumstances listed below:

a) Discretionary: With Pay

(i) Compassionate Leave

Absence necessary as a result of the death or serious illness/injury of a close member of the family, close friend or partner.

Breakdown of normal childcare arrangements.

Maternity support leave. This recognises the need for employees to have leave associated with their spouse's/partner's maternity at short notice to deal with unforeseen circumstances.

Other occasions when care of dependants is necessary.

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(ii) Adoption

Leave with pay is given for the adoption of a child. Teaching staff may be granted the relevant post-natal provisions of the maternity leave scheme for teaching staff.

(iii) Revision/Study Leave

The Governing Body can approve up to a maximum of 5 days' revision/study leave with pay to employees undertaking work-related qualifications.

b) Discretionary: Without Pay

(i) Parliamentary Candidates

Leave may be granted, but without pay, from the date when the candidate's nomination is accepted until the date of the election.

(ii) Religious Festivals

Leave may be granted, but without pay. A limit of 5 days' unpaid leave is normally applied although additional time may be granted in exceptional circumstances.

(iii) Secondment for Other Paid Employment

Leave may be granted without pay for an agreed period of time.

c) Discretionary: With or without Pay

(i) Participation in National Sporting, Cultural and Similar Events

Leave is granted (either with or without pay) for the necessary period of absence.

(ii) Moving House

For employees whose contractual arrangements do not allow them to take annual leave during term-time and where the move cannot be effected in a school closure period, 1 day's leave is granted (either with or without pay).

4. Applications for leave of absence

Requests for leave of absence (either with or without pay) should be made on the "Application for Leave of Absence" form (see **Appendix 1**).

APPENDIX 1

APPLICATION FOR LEAVE OF ABSENCE

SECTION ONE - to be completed by the Applicant

NAME:

POST HELD:

I hereby request leave of absence on the following date(s):

.....
.....

for the following reason:

.....
.....

(If there is insufficient room, continue overleaf.)

Signed Date

When this section has been completed the form should be given to the Headteacher, or to the Chairman of Governors where the Applicant is the Headteacher.

SECTION TWO - to be completed by the Headteacher/Chairman of Governors

- *(i) The Governing Body **agrees** this application for leave of absence **with** pay.
- *(ii) The Governing Body **agrees** this application for leave of absence **without** pay.
- *(iii) The Governing Body **does not agree** this application for the following reason:

.....
.....

Signed Date
*Headteacher/Chairman of Governors

* Delete as appropriate

A copy of the completed form should be returned to the Applicant.

