

# E-ACT POLICY

## PARKWOOD ACADEMY

### DISABILITY LEAVE

<b>Date agreed by Governors</b>	
<b>Date of review</b>	
<b>Responsible officer</b>	<b>Principal / Business Director</b>

## **1.0 Principles**

- 1.1 The Academy will endeavour to create an environment where disabled employees feel comfortable in discussing their need for reasonable adjustments. It is committed to ensuring disabled employees' requests for reasonable adjustments are given priority consideration.
- 1.2. It is considered a reasonable adjustment under the Disability Discrimination Act (DDA) to allow disabled employees covered by the Act, reasonable paid time off during working hours for assessment, treatment and rehabilitation.
- 1.3. Managers will have the discretion to authorise leave, having considered the reasonableness of the request for an adjustment. Whilst consideration will be given to the effect on service delivery in complying with a request for time off, consideration will also be given to the impact on the individual of failing to provide the adjustment

## **2.0 Scope**

- 2.1 This policy is available to all employees if they are covered by the DDA and have discussed their requirements with their line manager
- 2.2 Disability leave may be requested for as little as a few hours but should be no longer than 75 hours (including travelling time if requested) (pro rata) in any 12 month period. This may be extended in exceptional circumstances following advice from Human Resources
- 2.3 Paid time off will be granted for approved requests for disability leave involving assessment, treatment and rehabilitation

### **2.3.1 Assessment is considered as**

Time off to allow an employee to meet with a medical practitioner or disability specialist to ensure they are receiving the correct medical treatment or therapy recommended by a medical practitioner, aids or adaptations. For example: to meet with their occupational therapist to be advised of the best adaptations for their home

### **2.3.2 Treatment**

Time off to access medical treatment or therapy provided or recommended by a medical practitioner. For example: regular dialysis treatment or counselling

### **2.3.3 Rehabilitation**

Time off to enable an employee to actively achieve their full mental, physical or social potential. For example: regular physiotherapy treatment

- 2.4 Unless it is a day admission, periods of hospitalisation will be classed as sickness but will be recorded as related to a disability if appropriate
- 2.5 Where appointments can be made outside working hours this should be the preferred option
- 2.6 Time to recover from medical treatment may be classed as disability leave if taken on the same day. Absence extending to the following day will be classed as disability related sickness absence
- 2.7 Where an employee is unable to attend work due to a breakdown of usual arrangements, for example, travel arrangements or sickness of a personal assistant, flexible ways of working should be considered
- 2.8 Disability Leave is not applicable to periods of sickness relating to a persons disability. This is to be recorded as disability related sickness absence

### **3.0 Procedure**

- 3.1 During their appraisal, managers will discuss, in confidence, with all employees whether they need to access the Disability Leave Scheme.
- 3.2 Employees will not be expected to discuss the detail of their health condition with their manager but must give their manager enough information to allow them to make an informed decision about any time off that might be given. If further information is needed then the advice of the Occupational Health Nurse can be sought.
- 3.3 A similar conversation will also be held with newly disabled or newly appointed disabled employees.
- 3.4 Where an employee knows in advance they are going to require regular time off for assessment, treatment or rehabilitation, following approval, this request will be authorised and recorded in advance and on a disability leave request form for the whole of the 12-month period.
- 3.5 For an individual to have occasional time off recorded as disability leave they need to complete a disability leave request form in advance for each separate leave request. If approved, leave will then be recorded on their timesheet as authorised absence.

Requests will be forwarded to the line manager prior to the appointment being confirmed. Managers need to respond within 3 working days.

- 3.6 A disability leave request form may be completed on return where an employee requests time for unexpected assessment, treatment or rehabilitation to be recorded as disability leave. However, the manager will need to have been informed verbally at the outset of the leave that such a request would be made on return
- 3.7 Where a line manager has refused a disability leave request an individual may challenge this via the grievance procedure

#### **4.0 Monitoring**

- 4.1 The level of disability leave authorised will be monitored to ensure the Academy are providing a reasonable adjustment. Managers will need to balance the needs of the individual with the overall needs of the Academy
- 4.2 Where a manager is concerned about number of requests in any 12-month period, advice should be sought from Human Resources

#### **5.0 Review**

This policy will be subject to review 6 months following implementation

**See attached Disability Leave Request Form below.**

**Parkwood Academy**

**Disability Leave Request Form**

**Name**.....

**Post Title**.....

**Reason for Request**

**Number of hours requested**

**Date(s) of leave.....**

**Employee signature..... Date.....**

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**To be completed by the line manager (After consultation with OHN if appropriate)**

**Request Approved/Not Approved (Delete as appropriate)**

**Please give reasons if not approved.**

**Balance of Hours Remaining  
(Up to a maximum of 75 in total)**

**Name.....Post Title.....**

**Signature..... Date.....**

**Employee Notes for completion**

This form should be completed if you are requesting time off for assessment, treatment or rehabilitation relating to your disability.

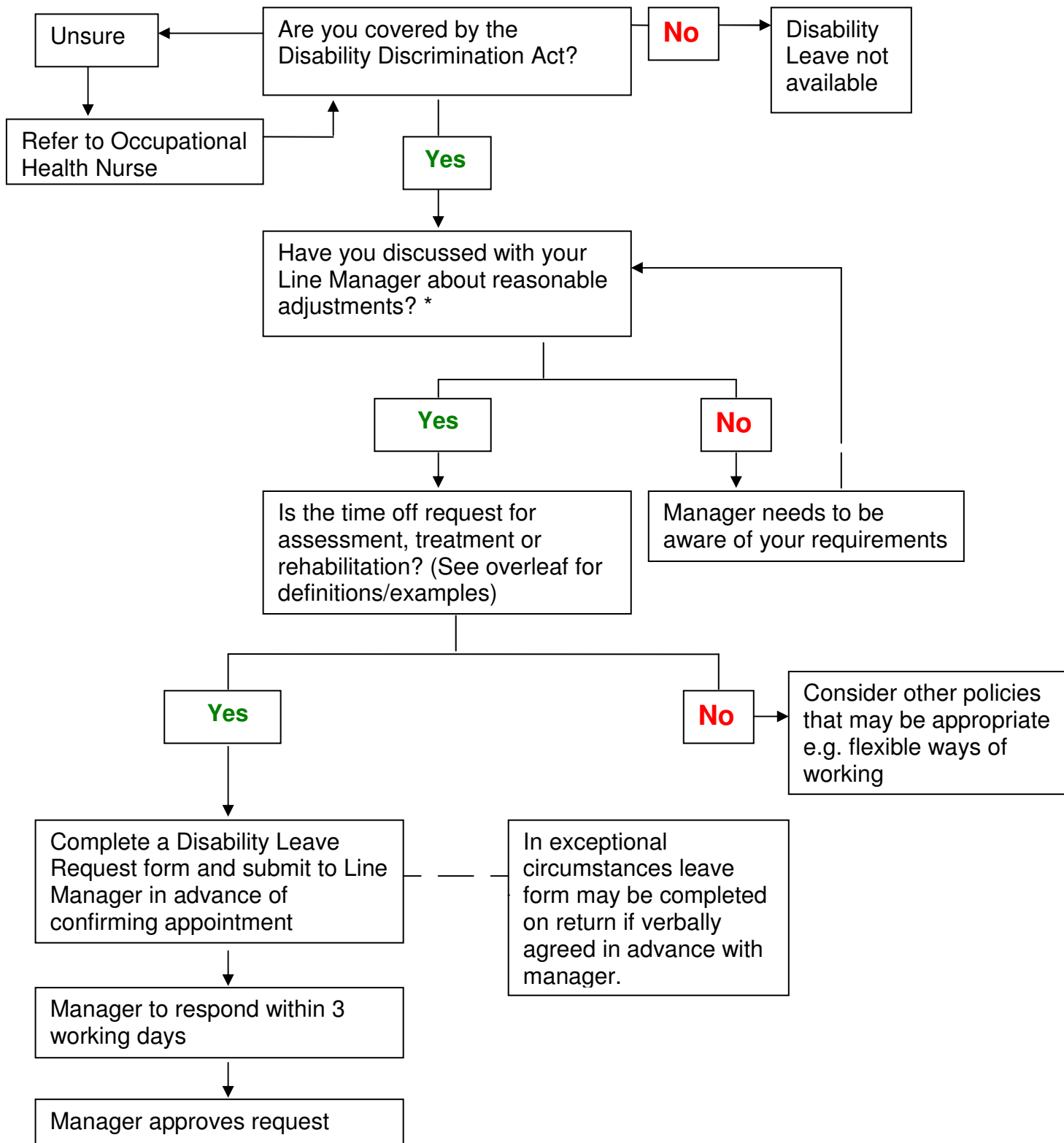
A form should be completed in advance of each separate leave request. However, where you have needed unexpected time off, this form may be completed on return proving you have informed your line manager verbally when reporting your absence.

Where you know in advance you are going to require regular time off, following approval, this request will be authorised and recorded for the whole 12month period.

Completed forms are to be kept in a confidential file by the line manager. You may keep a photocopy copy for reference purposes

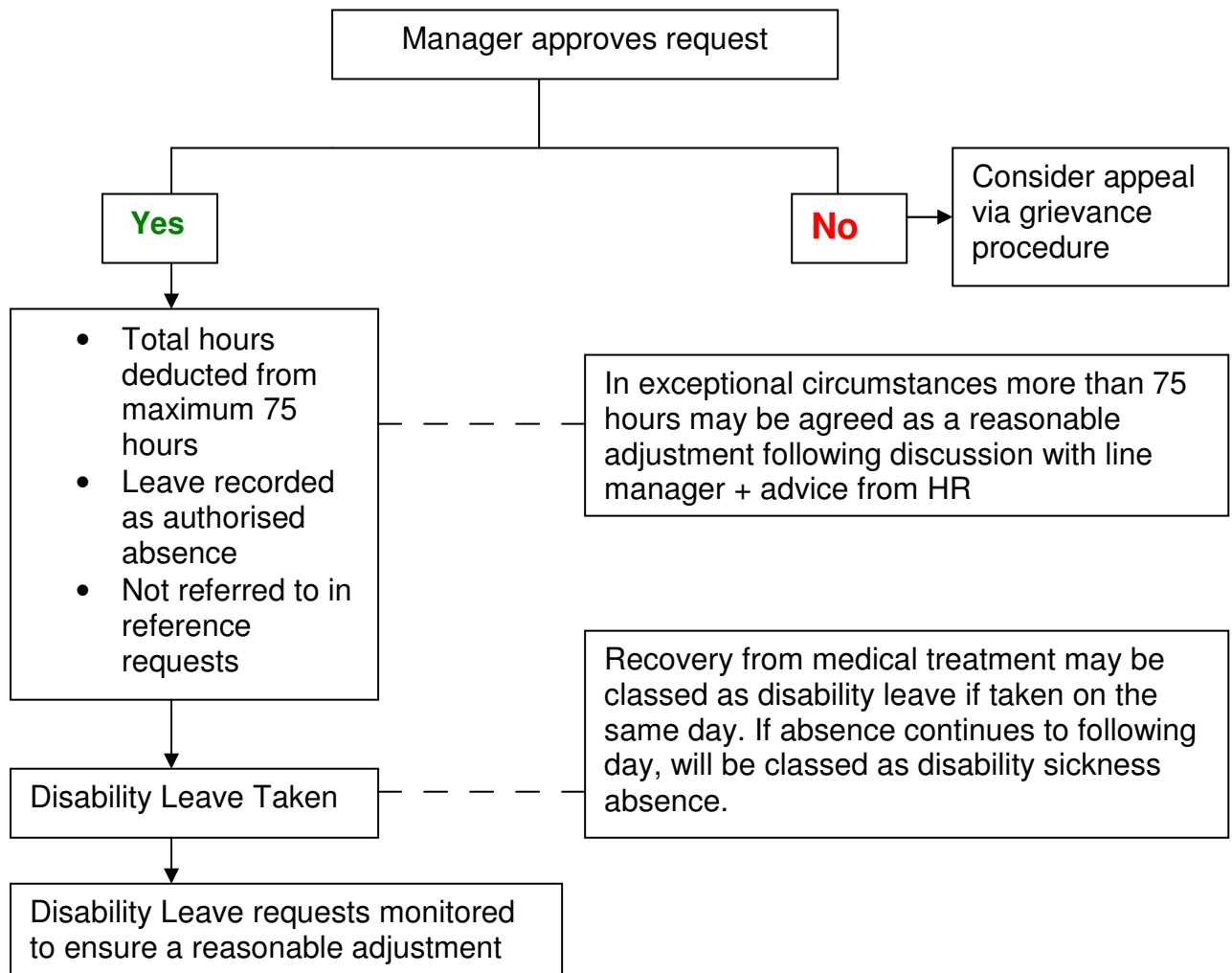
See attached Process for Requesting Disability Leave Flow Chart

Process for Requesting Disability Leave



\*Reasonable adjustments are a means of 'leveling the playing field' to allow disabled employees to contribute fully to the workforce. Disability leave is an example of a reasonable adjustment as it allows reasonable absences during working time for assessment, treatment and rehabilitation, which are not then counted as sickness absence.

## Process for Requesting Disability Leave



### Assessment

Time off to allow an employee to meet with a medical practitioner or disability specialist to ensure they are receiving the correct medical treatment or therapy recommended by a medical practitioner. For example: to meet with their occupational therapist to be advised of the best aids or adaptations for their home.

### Treatment

Time off to access medical treatment or therapy provided or recommended by a medical practitioner. For example: regular dialysis treatment or counselling.

### Rehabilitation

Time off to enable an employee to actively achieve their full mental, physical or social potential. For example: regular physiotherapy treatment,

**The examples above are not prescriptive or exhaustive. Each case is unique and will differ according to the nature of the person's disability.**