

E-ACT POLICY

PARKWOOD ACADEMY

LEAVE OF ABSENCE

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

HLEAVE OF ABSENCE POLICY

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PROCEDURE FOR THE MANAGEMENT OF LEAVE OF ABSENCE

This policy is applicable to all Academy employees. Where there are differences in entitlements between support staff and teachers this reflects different conditions of service.

Compassionate Leave

Reason for absence	Period of absence	With/without salary
Serious illness of close family member or dependant or other 'urgent domestic distress	Up to 3 days	With Salary
<p>Note: Refer also to dependants leave policy (April 2002) as additional unpaid leave may be an entitlement.</p> <p>A 'close family member' is normally defined as a partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive.</p>		
Bereavement of a close family member or dependant	Up to 3 days including attendance at funeral Up to 2 additional days for travelling long distance	With Salary
<p>Note: Refer also to dependants leave policy as unpaid leave may also be an entitlement. Where an employee has to travel overseas for a funeral a sympathetic approach will be taken to requests for urgent annual leave or unpaid leave. Additional leave without pay may also be approved for other purposes by the Principal.</p> <p>A 'close family member' is normally defined as a partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive.</p>		

Reason for absence	Period of absence	With/without salary
Attendance at funerals other than close family members	Up to 1 day	With Salary

Dependants Leave

Reason for absence	Period of absence	With/without salary
Time off for urgent reasons relating to employee's dependant eg child, partner, parent.	As necessary	Without Salary

Note: Refer also to dependants leave policy (April 2002) for full details.
Other Leave of Absence provisions may also be applicable e.g. compassionate leave.

Parental Leave

Reason for absence	Period of absence	With/without salary
Time off to care for a child under 5 (or under 18 if a Disabled child)	Up to 13 weeks (or 18 if a disabled child)	Without Salary

Note: Refer to parental leave policy (April 2002) for full details

Paternity Leave/Maternity Support Leave

Reason for absence	Period of absence	With/without salary
Time off for fathers or other individual directly involved in parenting a child (eg same sex partner)	10 days (pro rata) (normally to be taken within 5 weeks of the birth)	Support staff – with full salary Teachers – with full salary for first week Statutory Paternity Pay for second week

Leave for Medical Reasons

Reason for absence	Period of absence	With/without salary
Non routine Dental/ Medical Appointments (including investigations and treatments)	As necessary	With Salary
<p>Note: Where it is not possible to arrange a routine appointment outside of working hours, teachers may be granted unpaid leave. Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave.</p>		
Blood donation Cervical smears Breast screening Prostate checks IVF treatment	As necessary	With Salary
<p>Note: Other treatments e.g. complementary therapy, cosmetic treatments, should be arranged outside normal working hours. Where it is not possible teachers may be granted unpaid leave. Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave</p>		

Leave for Public Duties

Reason for absence	Period of absence	With/without salary
Magisterial duties	Up to 18 days per Year (in full or half days)	With Salary
Witness in court	As required	With Salary
Jury Service	As required	With Salary (in accordance with Juror's Allowance Regulations) Note; refer to LEA procedures for jury service
Local Authority and other Public duties	As required – teachers Up to 208 hours per year – support staff Unpaid leave may also be agreed	With Salary
Academy Governing Body duties	As necessary	With Salary
Service in non regular forces e.g. Territorial Army	1 Week N.B Other provisions apply in the event of an employee being called up for active service	With Salary
<p>Note: Leave for Magisterial Duties, Local Authority and Public Duties and Academy Governing Body Duties is subject to agreement of the Principal and governing body and will be dependant upon service requirements.</p>		

Miscellaneous

Reason for absence	Period of absence	With/without salary
Maternity Leave	Refer to maternity leave policy (copy available from Human Resources). Summary document issued to Academy's, April 2003.	
Adoption Leave	Refer to adoption leave policy (copy available from Human Resources). Summary document issues to Academy's, April 2003	
Trade Union Leave	Refer to 'Guidelines for Managers Managing Trade Union Time Off' (copy attached)	
Time off for religious observance	Refer to religious observance policy (copy attached)	
Interview/Assessment Centre	As may be approved Note; no limit applies to paid time off for interviews/assessment centres for individuals subject to redeployment or redundancy procedures	With salary

Miscellaneous (continued)

Reason for absence	Period of absence	With/without salary
Preparatory visit following appointment to above post	Maximum 1 day	With Salary
Work related examinations	1 day per ½ day exam	With salary
External lectures	As may be approved	With salary - 50% of all fees must be paid to the Academy Without salary - all fees may be retained Travel expenses cannot be claimed
Attending examination boards	As necessary	With salary
Attending graduation ceremony of oneself, or close family member	1 day	With salary

Wedding	1 day	With salary if close family member Without salary if not close family member, Note; own wedding is not subject to leave of absence 'close family member' is normally defined as partner, parent, child, grandparent, grandchild, brother or sister, however this definition is not exclusive
Reason for absence	Period of absence	With/without salary
House move	As necessary	Without salary
National team events eg.Olympics	As may be approved	With salary
Other circumstances	As may be approved	With or without salary at the discretion of the Principal depending on the circumstances of each case

For other events;

- Teachers may be granted unpaid leave
- Support staff may be granted unpaid leave, flexileave, time in lieu or (if not on a term time contract) annual leave

If an employee believes that they are not being fairly treated or leave has been refused unreasonably the issue should be raised in accordance with the grievance procedure.

This policy will be reviewed in accordance with changes to legislation or terms and conditions, and its application will be monitored to ensure consistency and fair application.