



Mission Statement
 “A Caring Christian Family Where We Grow Together”

HR – LEAVE & TIME OFF PROCEDURE

Effective Date: 01/04/2017

Review Date: April 2026 Biennial

Review Date	Signed Head Teacher	Signed Director RCSAT
13/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B.</i>
25/10/2020	<i>J. M. Badger</i>	<i>P. B. B.</i>
29/04/2022	<i>J. M. Badger</i>	<i>P. B. B.</i>
02/02/2024	<i>J. M. Badger</i>	<i>P. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1. Legislation

This procedure complies with all current Employment legislation, including the Equalities Act, and advice from Human Resources and Occupational Health.

2. Implementing the Procedure

2.1. Responsibilities

2.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.

2.3. The object of this procedure shall be to allow appropriate types of leave and time-off for staff to support them in fulfilling their public, personal and family responsibilities and to achieve a good work/life balance.

2.4. Staff shall abide by the terms and the spirit of this procedure and not unreasonable advantage of individual situations.

2.5. The school shall ensure that no member of staff shall be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age disability, pregnancy or maternity, social or economic status or caring responsibility.

2.6. The school's provisions for Maternity Leave, Paternity Leave, Adoption Leave and Parental Leave are covered in other procedures.

3. Objectives

3.1. To detail the provisions that the school shall make to allow appropriate leave and time-off arrangements for staff,

3.2. To clarify the school's entitlements and provisions for leave and time-off for all staff,

3.3. To have a consistent approach to the approval of leave and time-off for all staff and to comply with current legislation,

3.4. To encourage staff to fulfil responsibilities and to pursue interest outside their work role and, where appropriate, to provide appropriate paid (or unpaid) time-off for this purpose,

4. Compassionate Leave.

4.1. Bereavement of a child. The statutory Parental Bereavement Pay (General) Regulations 2020 came into force on 6th April 2020 and gives statutory right to a minimum of **2 weeks** paid leave to parents who suffer the devastating loss of a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy irrespective of how long they have worked for the employer. The leave is paid at the lower rate of £151.20 per week or 90% of salary. The Trust will pay the employee their normal rate of pay. If an employee has sole responsibility for arranging the funeral, then an additional 10 days of paid leave may be granted. Although the 10 days for parents of a child under 18 is statutory we may grant additional paid leave depending on individual circumstances.

4.2. Up to **3 days** compassionate leave shall normally be granted for a bereavement relating to an immediate or dependent relative (excluding children under 18.)

4.3. Paid leave of **1 day** shall normally be granted for staff to attend a funeral and support other family members in relation to another close relative.



4.4. The Principal shall use discretion where that the impact of bereavement differs for each member of staff, particularly where there is the staff member has a responsibility for finalising the deceased affairs.

4.5. Where discretion is to be used, the amount of paid compassionate leave shall not **exceed 5 days**.

4.6. The Principal shall also have discretion to discuss the use of other relevant leave provisions, where these might be appropriate.

5. Family, Domestic and Personal Emergencies.

5.1. Carers Leave

The school recognises that staff may look after a relative or friend who needs support because of age, physical or learning disability, injury or illness, including mental illness. There may be times when other arrangements to provide care break down suddenly and there is a need for emergency action.

5.1.1. In these instances, the Principal shall have discretion to allow reasonable unpaid time off, normally **not exceeding 5 days** to staff for:

5.1.1.1. A dependent child,

5.1.1.2. A dependent parent,

5.1.1.3. A dependent spouse,

5.1.1.4. A person who lives in the same house, but not a lodger, boarder or employee,

5.1.1.5. Any person who reasonably relies on staff in the event of accident or injury,

5.1.1.6. Any person who reasonably relies on staff to make arrangements for care provision, on occasions when that care is suddenly or unexpectedly terminated.

5.1.2. The amount of paid time-off shall depend upon the circumstances.

5.1.3. This provision shall only be for genuine emergencies and shall not be used when staff know in advance that the problem is going to arise.

5.1.4. Staff shall contact the Principal as soon as practicable to notify the need for absence.

5.1.5. The Principal shall also have discretion to discuss the use of other relevant leave provisions, where these might be appropriate.

5.2. Domestic and Personal Emergencies

There may be situations when staff are not able to come to work because of an emergency that has occurred at home or in their personal life. This may also be an emergency as a carer for a dependent such as arranging emergency care for a sick child/ parent or other dependent whom you care for. In such circumstances:

5.2.1. All staff are entitled to **0.5 days** per academic year **paid leave** to put arrangements in place

5.2.2. If needed the Principal shall allow an appropriate amount of **unpaid time-off**, normally **not exceeding 5 days** to allow staff to deal with the emergency.

5.2.3. The Principal shall also have discretion to discuss the use of other relevant leave provisions, where these might be appropriate.



5.2.4. Where a member of staff is absent from work to care for a dependent or put emergency cover in place working from home **is not** deemed a suitable alternative.

6. Health-related Appointments

The school recognises that staff will, from time to time, be unable to make appointments for medical, hospital, dental, optical and other health related appointments outside normal working hours and will permit reasonable time off work in such circumstances.

6.1. Staff shall be expected to arrange such appointments in their own time or at the beginning or end of the working day to minimise absence from work and disruption to the school.

6.2. Staff shall obtain prior approval from the Principal.

6.3. The Principal shall have the right to ask staff to re-schedule such appointments if the timing would cause undue disruption to the school.

6.4. Provided that reasonable notice is given by staff, time-off with pay shall normally be granted.

6.5. Where the time-off required equates to half a day or greater, the time-off shall be recorded as sick leave.

6.6. Where staff have to attend a series of appointments for tests, a course of treatment or monitoring of a condition, the Principal shall consider both the well-being of staff and the disruption to the school in determining the most suitable arrangements for time-off.

6.7. Where such appointments are on account of a condition that may amount to a disability under the Equalities Act or that Occupational Health have advised that the course of treatment may facilitate the staff member returning to work after sickness or remaining at work, time-off with pay shall normally be appropriate.

6.8. If such appointments become too frequent or regular, the Principal shall have the discretion to request that staff change their appointment time or make up some or all of the time, where practicable. Advice from Human resources shall be sought.

6.9. Staff with anti-natal appointments shall have a statutory right to paid time-off under medical advice.

6.10. Expectant fathers or partners shall be entitled to attend up to 2 anti-natal appointments with their spouse or partner as unpaid time-off. This right shall apply whether the child is conceived naturally, by donor or by surrogate (if they expect to obtain a Parental Order for the child).

7. Elective Surgery

Elective surgery is surgery that has been chosen personally and is not supported by their GP or Consultant as being medically necessary.

7.1. Staff shall be granted **up to 5 days unpaid leave** in any one year.

7.2. If more than 5 days are required, the Principal shall have discretion to discuss the use of other relevant leave provisions, where these might be appropriate.



7.3. If, following surgery, there are complications or staff become unwell, any subsequent absence shall be recorded as sick leave, on production of a medical certificate.

7.4. If the elective surgery is related to Gender Re-assignment, the Executive Head teacher shall discuss and determine the necessary arrangements.

8. Fertility Treatment

8.1. The School shall permit **up to 10 days paid leave** in any one year for staff undergoing fertility treatment or who is their partner.

8.2. If staff require time-off exceeding 10 days, this shall be permitted. The Principal shall also have discretion to discuss additional days of paid leave to attend fertility treatment.

8.3. For short appointments, the rules of Health-related Appointments shall apply.

9. Domestic Abuse

9.1. Paid leave of ten days will be offered to an employee experiencing domestic abuse in addition to other leave provisions. This will assist with having to take time off for any relevant appointments.

9.2. Further leave of absence will be considered for counselling, recovery or respite from the perpetrator.

10. Religious Observance

The school has a responsibility in accordance with the Equality policy to respond reasonably and sensitively to requests from staff regarding their cultural or religious needs.

10.1. Requests from staff for time-off for religious observance shall normally be granted unless there are exceptional circumstances.

10.2. The Principal shall approve **up to 3 days paid leave** per year.

10.3. The Principal shall also have discretion to discuss the use of other relevant leave provisions, where these might be appropriate.

10.4. The Principal shall take into consideration the need for fairness and consistency with staff of other faiths and beliefs.

11. Jury Service or Court Witness

Jury service and subpoenas as witnesses in court are public services and the school shall support these requirements.

11.1. Staff shall continue to be paid whilst on Jury Service or as Witnesses at their normal rate of pay, from which any monies received from the court in respect of loss of earnings shall be deducted.

12. Territorial Army or Reserve Forces Activities

12.1. The school shall consider any request for time-off from staff, related to the Territorial Army/Reserve Forces and shall grant **up to 5 days paid leave per year**.

12.2. Where the total exceeds 5 days, staff shall be expected to use annual leave for the balance.



12.3. Staff may request further time-off, which may be granted as paid or unpaid at the discretion of the Principal.

12.4. Mobilisation shall be supported as unpaid leave, because reservists are normally paid by the Armed Services.

13. Public and Election Duties

The school shall support staff with paid leave for those wishing to serve the community personally (I.e. not in an official capacity) by undertaking public duties or voluntary work (pro-rat for part-time staff), subject to the operational needs of the school.

13.1. Lay Magistrate, Justice of the Peace

13.1.1. Up to 18 days paid leave per year, which shall be agreed in advance with the Principal.

13.1.2. If payment is offered for the work undertaken, staff shall claim this and re-imburse it to the school.

13.2. Local Authorities or other Public Bodies

13.2.1. Up to 12 days paid leave per year, which shall be agreed in advance with the Principal.

13.2.2. If payment is offered for the work undertaken, staff shall claim this and re-imburse it to the school.

13.3. School Governors

13.3.1. Where staff are unable to perform their role as a governor without taking time-off work, the Principal shall have the discretion to allow paid leave up to 5 days per year.

12.4 Trade Union Duties

12.4.1. Staff wishing to carry out Trade Union Duties shall discuss with their Principal how best to use leave provisions to balance these duties with their normal roll.

12.5 Special Constables

Staff wishing to carry out special constable's duties shall discuss with the Principal how best to use leave provisions to balance these duties with their normal role.

i. In the event that annual leave is not sufficient, the Principal shall have the discretion to allow up to 5 days paid leave per year.

ii. If staff are both a governor and a special constable, the total paid leave for both roles shall not exceed 5 days per year.

13. Job Interviews

Employees will be allowed reasonable paid time off to attend job interviews. If the interview is in the afternoon the employee will be required to attend work as normal in the morning where this is reasonably possible. If part of the interview process requires the teacher to visit the school, leave with pay will be granted.

14. Approved Relevant Examinations

a. Paid leave for 1 day shall be granted for staff for final revision prior to sitting a recognised relevant examination.



- b. Staff shall be entitled to paid leave for sitting such examinations.

15. Exceptional Circumstances

- a. Staff may request time-off for exceptional one-off events, such as weddings or graduation of their child. The Principal shall have the discretion to grant leave.
- b. On occasions where staff are unable to come to work in circumstances beyond their control, such as severe weather, flight delays, strikes, etc., staff shall contact the Principal as soon as practicable, who shall agree with staff how to treat the absence.
- c. The Principal shall treat severe weather conditions as a one-off situation, if it affects a number of staff.

16. Unpaid Leave

16.1 If any period of unpaid leave is granted this will be deducted at the following rates:

18.1.1 For Teachers 1/365th of the employee's normal annual salary

18.1.2 For support staff 1/260th of their annual salary.

16.2 Staff may request unpaid leave for up to 12 months, during which the school shall hold their post open until the agreed date of return.

- a. During unpaid leave, staff shall not undertake any other paid employment.
 - b. The approval of all types of unpaid leave shall be at the discretion of the Principal, who will need to ensure that the needs of the school are not damaged.

17. Pension Position during Unpaid Leave

- a. Teaching Staff who are members of the Teachers' Pension Scheme, or who would have joined the Scheme during their absence, shall be advised to contact the Scheme to obtain advice on their pension position.
- b. Support Staff shall be advised that they must elect to purchase the amount of lost pension, should they wish to do so, within 30 days of returning to work. Staff should contact the [Cheshire Pension Fund](#).

18. Record Keeping

- a. The following records are kept in the school office:
 - i. Minutes of all meetings in relation to Leave and time-off shall be retained in the relevant personnel file.
 - ii. Notes and advice from GPs, Occupation Health and Human Resources shall be retained in the relevant personnel file.
 - iii. Records of approved leave and time-off shall be retained.

- 19. A school Principal in conjunction with the Executive Head Teacher shall have discretion to grant paid leave if and when appropriate.



Appendix 1**RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in School - Bunbury	Principal
Co-ordinator in School – St Oswald's	Principal
Co-ordinator in School – Warmingham	Principal
RCSAT Business Manager	Joanne Jones
Chair, Trust Board	Piers Bostock

