SCHOOLS
MODEL LEAVE OF ABSENCE AND ANNUAL LEAVE POLICY AND PROCEDURE

Approved by Iveson Primary Governing Body on 15/07/25

To be reviewed by Governors Summer 2 2028

LEAVE OF ABSENCE AND ANNUAL LEAVE

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Leave of Absence and Annual Leave

1.0 Introduction:

1.1 This policy provides information regarding the entitlements of school based staff to annual leave and to leave of absence.

It is worth noting some general points

- This procedure applies to all school based employees relative to appropriate conditions of service.
- All specific time off provisions (in days) detailed in this document will in the first instance be provided on a pro-rata basis for part time/job share employees but each case will be subject to the discretion of the Governing Body based on individual circumstances and mindful of matters of consistency and fairness and in line with the Equality Act 2010 and the Part-time Working Regulations.
- Requests to take annual leave in term time will be considered but will only be granted, as is always the case with annual leave, where the needs of the service can be addressed.
- Requests for leave of absence from staff who are employed on a term time only basis will be approved in accordance with the guidance provided within this document.
- 'Close relatives' or 'immediate family' are defined as spouse, partner, children, parents, grandparents, sister/brother, parents-in-law and those of partner or nominated next of kin. This also includes step children, foster and adopted children/parents. Consideration may be given to other relatives not mentioned above on a case by case basis.
- A ‘year’ refers to a 12 month period between 1 April and 31 March.
- Governing Bodies will have responsibility for approving all requests but may choose to devolve decisions to the Headteacher. Governing Bodies and/or Headteachers may consult with the school's HR Adviser in seeking guidance and advice on implementing this policy.
- Headteachers must make decisions about requests for leave in accordance with this policy and in the context of the operational requirements of the school.
- Guidance on Maternity/Birth/Adoption/Parental Leave forms can be found in the Work & Families Policy
- Regard should be given to the confidential nature of the information which may be required to be given

Note:
In applying these procedures, Headteachers should also look flexibly at the alternatives to unpaid leave which are available to them. (Please refer to Flexible Working Request Procedure for longer term issues). For example:

- **Working from home**
- **Flexi time**
- **Time in lieu**
- **Temporary adjustment to hours**
- **Annual leave**

This list is obviously not exhaustive, and further guidance is available from the School's HR Advisor.

2.0 Annual Leave

2.1 Teaching Staff

Teaching staff are not entitled to any additional leave other than school holidays.

Teaching staff are contracted to work 195 days per annum (pro-rata for Part-time staff).

Requests for Leave of Absence on the defined working days will not normally be approved, except in accordance with the provisions of this document.

2.2 Support Staff employed on a Term Time Only (TTO) basis

Support staff employed on a term time only basis are not entitled to any additional leave other than school holidays.

School support staff employed on a term time only basis will normally work for the 190 or 195 days of the agreed school Calendar for the academic year. Occasionally local agreements vary this norm.

Requests for Leave on the defined working days will not normally be approved, except in accordance with the provisions of this document.

2.3 Support Staff working all year round

Support Staff employed to work throughout the year are entitled to annual leave, as follows:

2.3.1 Annual Leave Entitlement

The annual leave year runs from 1 April to 31 March and the annual leave entitlement is as follows;

Spinal Column Points	Basic Leave Entitlement	Entitlement After 5 Years' Service*
2 to 11	26	29
SCP 12 to 22	26	30
SCP 23 to 34	27	32
35 and over	29	34

*This additional annual leave will be granted from the date of the fifth anniversary of appointment; on a pro rata basis during the leave year in which that anniversary falls.

It is expected that annual leave for staff employed throughout the year will normally be taken during the school holidays. Holiday arrangements should not be made until the dates have been approved by the Headteacher.

2.3.2 Annual Leave Carry Over

Employees will not normally be able to carry over unused annual leave from one year to the next. In exceptional work related circumstances, Headteachers have the discretion to allow employees to carry over up to five days leave. Should this be the case, leave must be taken before the 30th June of that year or the entitlement will be lost.

2.3.3 Statutory and General National Holidays

In addition to the Annual Leave entitlement Support Staff employed to work throughout the year are entitled to the following general and public statutory days:

Good Friday; Easter Monday; May Day;
Spring Bank Holiday Monday;
Late Summer Bank Holiday Monday;
Christmas Day; Boxing Day; New Year's Day

Schools will be notified of any special arrangements over the Christmas and New Year period.

Note: There may be support staff (specifically Superintendents) who have an additional days leave due to protection arrangements which may apply. Staff may consult with your HR Adviser to ascertain their exact circumstances.

2.3.4 Entitlement during Maternity Leave

Annual leave entitlement continues to accrue during ordinary maternity leave. Support staff working all year round, who are due to take maternity leave, should agree with their line manager that outstanding leave will be taken either before maternity leave commences or before their return to work. Please refer to sections 2.4 of the Work and Families Policy for further details.

3.0 Leave of Absence

In cases where leave of absence is granted, employees must complete a Leave of Absence/Special Leave request form

The granting of special leave is not an automatic entitlement. Except for cases of family bereavement and serious family illness, staff who work throughout the year should make the best use of annual leave before applying for special leave. Any decisions on requests for special leave will take account of both school requirements and the employee's own needs.

Each case will be considered on an individual basis and in some circumstances the operational needs of the school will be the determining factor when decisions are made.

It is recognised that there will be occasions when employees require time off either with or without pay, and the provisions contained within this policy aims to meet these requirements. However, employees will appreciate that any abuse of these provisions may lead to disciplinary action being taken in accordance with the Schools Disciplinary Policy and Procedure.

Any requests for leave with pay which are not covered in this policy (where the Headteacher is sympathetic towards the request) will be considered by the Headteacher in consultation with an HR Adviser.

Requests for leave of absence must, normally, be submitted at the point when the employee is first aware that leave of absence will be required or at least 1 week prior to the first day of intended absence (except in the case of emergency/unforeseen circumstances when the Headteacher should be informed at the earliest opportunity). Failure to give adequate notice of the request without good reason so that alternative arrangements can be made to meet the employee's commitments may result in the request not being approved.

For requests for Leave of Absence which clearly fall within this policy, these should be considered by the Headteacher who will acknowledge the request and will normally provide an outcome within 10 working days.

Where the Headteacher or Line Manager considers that a request is unreasonable it will be refused – in such circumstances the employee will be given the reason(s) for the decision.

3.1 Public Service

3.1.1 Public Duties

All school based staff will be granted reasonable paid leave of absence to serve on public bodies or undertake public duties. The employee is entitled to any attendance allowances/expenses in addition to full pay. However, where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to Leeds City Council.

This provision includes duties as:-

i) A Juror
ii) A Justice of the Peace (Magistrate)
iii) A Member of a Local Authority
iv) A co-opted member of a local authority committee
v) A member of a statutory tribunal
v) A member of a Regional or District Health Authority
vi) A member of a National Health Service Trust
vii) A member of a Family Practitioner Committee
viii) A Governor of a school, higher education corporation or educational establishment maintained by a local authority
ix) A member of a Board of Visitors to prisons, remand centres and young offender institutions

3.1.2 Employees Serving on Outside Bodies

Headteachers have the authority to approve requests from school based staff to attend meetings of Professional Bodies, Associations, National Committees, etc. subject to a maximum of 4 paid days leave per year.

Each case will be considered on its merits, taking into account service provision. All requests over 4 days per year will be considered by an appropriate committee of the Governing Body.

The employee is entitled to any attendance allowances/expenses in addition to normal pay. Where loss of earnings can be claimed this must be paid to Leeds City Council. In addition, where leave with pay is granted any fees in respect of these duties must be paid to the Council.

3.1.3 Elections

School based staff who serve during an Election (General Election, By Election, Local Election or European Election) are granted time off with pay for the time involved. Recognised roles include; Presiding Officer, Polling Clerk.

Election duties that overlap normal working hours. For example, an employee who normally works 9am-5pm would be entitled to special leave with pay for any election duties that overlap these hours, such as poll clerk at a polling station.

Or

The day after an overnight count. If the count duties finish after 3am an employee will receive one day special leave with pay. If the employee is not required to work past 3am they will be granted special leave with pay for half a day (half the shift).

Annual leave requests

Managers are encouraged to be accommodating with annual leave requests and shift times, before and after the election duties, to allow appropriate rest.

Multiple days - Postal vote opening and post-election team duties

Duties may cover several days and all days should be granted special leave with pay.

Postal vote opening

Special leave only covers duties that overlap normal working hours. If the opening duties finish before an employee's normal finish time they would be expected to return to their substantive role.

Reasonable notice

Employees should give their manager as much notice as possible to enable the team to plan for their absence. It is at the manager's discretion whether the service can release employees.

These provisions apply to employees serving on elections with neighbouring Councils where reciprocal arrangements are made i.e. the employees of other Councils would be given time off to serve elections within Leeds City Council boundaries. This provision does not extend to those individuals who assist candidates/parties at elections e.g. agents, those who have been involved in canvassing etc. who will be expected to take annual leave (where appropriate), or may be granted unpaid leave.

3.1.4 Councillors of Other Authorities

The Local Government and Housing Act 1989 has made it unlawful for a local authority to give in excess of 208 hours of paid time off in any one financial year to any of its employees to enable them to undertake their duties as an elected member of another local authority. This limit does not, however, apply to the posts of Council Chair of an authority or Mayor. Headteachers may still, however, grant unpaid leave of absence for local authority duties if he/she considers this to be reasonable.

The monitoring and control of time off for members of other Councils is the responsibility of the School/employing department. Such records may be required for future inspection by an external monitoring body. The employee is entitled to claim any attendance allowance/expenses in addition to full pay.

3.1.5 Jury Service

Time off with pay will be granted for jury service. Where loss of earnings can be claimed this must be paid to Leeds City Council.

3.1.6 Witness in Court

School based staff who are required to attend court as a witness either in a criminal or civil case where a witness summons or subpoena is issued shall be granted time off with pay. Where loss of earnings are paid the employee must claim and pay the allowance to the Council.

Where an employee is requested to attend court as a witness by the Crown Prosecution Service (CPS) they will be paid an allowance by the CPS towards basic salary lost which they must claim and repay to the Council.

Reasonable paid time off will be granted where

- an employee is attending court (but where neither a witness summons nor subpoena has been issued) and is giving evidence in cases of violence or harassment involving a request by the employee for court orders (e.g. injunction proceedings)
- an employee attends court as a witness in a civil case, but not answering to a subpoena.

The employee will provide, upon request, documentary evidence in connection with their attendance.

3.1.7 Search and Rescue Activities - Volunteer Warden Service

School based staff who are called upon at short notice to participate in search and rescue missions as part of this service are to be allowed special leave with pay for the days in question.

3.2 Service in Non-Regular Forces

3.2.1 Support staff working term time only and Teachers

A teacher who is a volunteer member of the non-regular forces is entitled to attend Summer Camp or equivalent as required. Where loss of earnings are paid, the employee must claim and pay the allowance to the Council.

3.2.2 Support staff working all year round

Support staff working throughout the year who are volunteer members of the non-regular forces are entitled to 10 days paid leave to attend Summer Camp or equivalent, in addition to their normal annual leave:

- employees who, as members of the Territorial Army and Volunteer Reserve are required to undertake training additional to attendance at Summer Camp where the employee cannot arrange for such training to take place on days when they would not be working, shall be granted paid leave, subject to the exigencies of the school and approval by the Headteacher.

- where the member of staff is called up to serve for longer periods, in accordance with the Armed Forces (Safeguard of Employment) Act 1985, time off will be granted and their employment will be protected in accordance with those statutory arrangements. Where loss of earnings are paid by the armed forces, any time off will be without pay.

3.3 Special Events/Functions

Reasonable leave of absence with pay will be granted where a member of staff is required to attend a specific function or event either as a participant or in support of others, e.g.:

- an employee is specifically requested by a Government Department or Governing Body, or other similar body, to attend a particular function or event;
- an employee is required to attend a national or international event as either a competitor or in support of those competing;
- an employee may be receiving some form of honour.

However, where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to Leeds City Council.

3.4 Bereavement Leave

The following factors should be taken into consideration when determining how many days leave can be granted, up to the maximum given below:

- it is the bereavement of the immediate family or a partner's family
- an individual has been brought up by some other person/relative
- where an employee is solely responsible for the funeral arrangements

3.4.1 Support Staff working Term Time Only and Teachers

Support staff working term time only and Teachers may be granted up to 5 days paid leave inclusive of travelling time for the bereavement of a member of a teacher's or support staff's immediate family or that of his/her partner.

For any other funeral, the request for leave must be approved by the Headteacher, and would normally be a maximum of one day for the interment plus reasonable travelling time

3.4.2 Support Staff working all year round

Support staff working all year round may be granted up to 5 days paid leave for the bereavement of a member of the immediate family or that of their partner, to include attendance at the funeral.
For any other funeral, normal expectation would be that this could be covered through annual leave arrangements.

3.4.3 Parental Bereavement Leave

Parents who unfortunately suffer the devastating loss of a child will be entitled to 2 weeks' statutory leave. There is a statutory right to a minimum of 2 weeks' leave for all employed parents if they lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked for their employer.

Parents will be able to take the leave as either a single block of 2 weeks, or as 2 separate blocks of one week each taken at different times across the first year after their child's death. This means they can match their leave to the times they need it most, which could be in the early days or over the first anniversary.

Bereaved parents who have been employed for over 26 weeks will receive occupational parental bereavement pay alongside their parental bereavement leave, which will include any entitlement to statutory parental bereavement. Pay will be calculated on what would have been received if the bereaved parent was at work.

If an employee is experiencing any difficulty following a bereavement, you can direct them to the VIVUP Employee Assistance Programme. Staff can self-refer directly by phoning 0303800658 or visit online https://bit.ly/LCC-EAP

3.5 Absence for Dental Treatment

3.5.1 All School Based Staff

Routine visits to the dentist (i.e. all non-emergency appointments) should be arranged during an employee's own time.

Urgent or emergency dental treatment should be treated as a special leave of absence request.

If such an emergency requires the employee to continue to be absent from work for a period longer than that necessary to gain treatment, the absence will be treated as being due to ill health and the normal sickness procedures will be followed.

3.6 Absence for Doctors'/Hospital Appointments

3.6.1 All School Based Staff

Wherever possible, all Doctor's/Hospital appointments should be made in an employee's own time. Where an employee is unable to ensure that appointments are in their own time then an appointment may be made in normal working hours and time off with pay will be granted.

Where a hospital appointment is made in normal working hours, the employee may be asked to provide their Headteacher or most appropriate person with the appointment card/letter in order to confirm the details. Whilst it is acknowledged that initial hospital appointments may be unavoidably within work time, where possible, follow up appointments should be arranged in the employee's own time. If this also proves difficult, then effort should be made to arrange appointments at either the beginning or the end of the school day minimise disruption.

All non-elective hospitalisation should be treated as sickness. Medical certificates should be provided in accordance with the normal sickness procedure.

Where the treatment involves longer periods of hospitalisation or absence, medical certificates should be provided in accordance with the normal sickness procedure.

3.7 Emergency/ Domestic Leave

3.71 All School Based Staff

All employees now have a legal entitlement to take **unpaid** time off to deal with incidents involving their dependants. A dependant is defined as:

- A spouse or civil partner
- A parent
- A person living in the same household, other than as an employee, tenant, lodger or boarder.

By this definition, unmarried partners of the opposite or same sex and living together, will be classed as dependants.

A dependant is also any person who reasonably relies on the employee for assistance on an occasion when the person falls ill or is injured or assaulted, or to make arrangements for the provision of care in the event of illness or injury. This includes, for example, elderly relatives not living in the same household but reliant on the employee to assist them in the event of illness or injury.

No qualifying period of service is required, and all employees will have the right to a reasonable amount of unpaid time off.

For the purposes of this policy, requests for time off for family and domestic reasons would be considered under the headings below. This policy goes further than the legal entitlement to unpaid time off, it defines the circumstances in which schools should consider granting paid leave.

In cases of domestic difficulty, illness of an employee's child and serious illness of a close relative, time off should not normally total more than 5 days paid leave in any year.

In the case of a serious illness of a relative, including an employee's own child, the number of days paid leave may be increased to 10 in any year. Headteachers may also wish to consider granting additional unpaid leave in the event of a serious illness.

Employees should be aware that paid time off for family and domestic reasons is not an annual entitlement, but that it is determined on each occasion according to the case and individual circumstances.

Headteachers should also look flexibly at the alternatives to unpaid leave which are available to them. For example:

- **Working from home**
- **Flexi time**
- **Time in lieu**
- **Temporary adjustment to hours**
- **Annual leave**

3.7.2 Domestic Difficulty (Urgent / Personal Family Business)

Employees may be granted paid leave for domestic difficulty, up to the maximum as detailed above in any year, providing this leave has not been taken for other family and domestic reasons covered by this policy. Domestic leave is intended

to cover those situations which happen unexpectedly and it may be appropriate for staff employed throughout the year to take annual leave. Examples of occasions where domestic leave may be appropriate are as follows: burglary where property is unsecured; house damaged due to fire and flooding; domestic violence; breakdown of usual childcare arrangements.

Only one employee per household will be granted time off for instances where a presence is required at the property concerned; e.g. house flooded due to burst pipes. This provision does not extend to people making medical or other appointments (see paragraphs 3.5 and 3.6).

Where an employee's usual childcare breaks down, time off should be limited to what is required to put in place alternative arrangements. There is also an expectation of shared care, where a child has both parents.

3.7.3 Illness of an Employee's Child

In case of emergencies where there is no other person to look after a sick child, time off with pay will be granted from the overall provision for Emergency / Domestic Leave. Headteachers should use their discretion in determining how many days to grant with pay. As a general guide, where a child is unable to attend school but is not so ill as to require constant monitoring, then only 1 day with pay is recommended as this should be sufficient to put in place alternative arrangements.

Where a child is so ill that a parent is required to be in permanent attendance then Headteachers may wish to extend the amount of paid leave and it may become necessary to consider the provisions under the serious illness of a close relative.

"Child" for the purpose of this leave, is a child under the age of 16 years, or up to the age of 18 years in the case of a disabled child - a disabled child is one who is in receipt of a disability living allowance, or in receipt of Personal Independence Payment (PIP) for those aged 16-18.

When looking after a sick child, there will be an expectation of shared care and accordingly time off will be approved on this basis.

Non-urgent appointments with a dental practitioner/doctor for an employee's child are expected to be arranged during an employee's own time e.g. outside normal working hours/annual leave.

Equally, hospital appointments for an employee's child should also be arranged in an employee's own time where possible. However, where the employee's child is allocated a specific, fixed hospital appointment time and the employee is unable to cover the absence using their own time as described above, reasonable time off with pay will be granted.

The provisions under sections 3.7.3 and 3.7.4 extend to kinship carers of a 'child' as defined above.

3.7.4 Serious Illness of a Close Relative (see notes below)

This time off is designed to cope with emergencies that cannot be postponed.

Employees may be granted leave with pay to look after a close relative in the event of serious illness. In the case of a serious illness of a relative, including an employee's own child, including a child in kinship care, the number of days paid leave may be increased to 10 in any year.

Each request for further time off in excess of the 10 day period will then be considered on an individual case by case basis subject to the specific circumstances of the request and mindful of matters of consistency and fairness, and where granted, this additional time off may be granted without pay.

In this event, Headteachers are reminded to consider other Flexible Working arrangements which may apply as outlined at the beginning of this document, and which may better support the member of staff's needs at that time.

Long term absences that require a number a number of absences will be treated as "one occasion". This provision will only be made when there is no other person/provider/carer available to look after the sick relative.

"Serious illness" is defined as that which makes it necessary for the employee to make urgent and special arrangements (e.g. following discharge from hospital), for the care of the relative.

If the outcome of the serious illness is such that the patient requires long term care, the Headteacher may grant a reasonable period of unpaid leave. The employee may be required to submit medical evidence in respect of the sick dependant, at whatever point the Headteacher feels appropriate.

There is also an expectation of shared care, if a child is involved and has both parents.

3.8 Time Off For Medical Screening

Paid time off shall be granted to employees for the purpose of medical screening, including all cancer screening and for HRT treatments. Reasonable time off with pay will be granted for employees to attend their own GP's Well Person Clinics.

3.9 Donors

- Blood/Plasma Donors

An employee shall be granted reasonable time off with pay to attend blood donor sessions.

- Bone Marrow and Peripheral Blood Stem Cell Donors

An employee shall be granted paid time off to act as a bone marrow and PBSC donor up to a maximum of 7 days. This time should not be deducted from

Sickness Entitlement. Supporting medical documentation will be required. Any time above 7 days will normally be without pay.

- Organ Donors

An employee shall be granted paid time off to act as an organ donor up to a maximum of 6 weeks. This time should not be deducted from Sickness Entitlement. Supporting medical documentation will be required.

Any time above 6 weeks will normally be without pay.

3.10 Treatment In Relation To Infertility

Reasonable paid time off, up to a maximum of 10 days per year, will be granted for employees who are required to attend medical appointments or who are hospitalised in relation to infertility treatment. However, each case should be considered on an individual basis and employees will be required to provide an appointment card of letter to confirm the details.

Consideration should be given to requests for extended periods of time off on an unpaid basis.

Where possible, appointments for the investigation of and testing for fertility treatment should be arranged outside of normal working hours and will be treated in the same way as all other medical appointments.

Sickness absence related to fertility treatment, including sickness absence as a result of the side effects of fertility treatment will be processed in the usual way and supported by the Managing Attendance Policy.

When an employee has reached the implantation stage, they have the same rights as any pregnant person and so school should refer to the Managing Attendance Guidance section on pregnancy related illness if / where required.

3.11 Impairment Related Leave

This leave applies to all school based staff when an absence is unavoidable, is related to a disability, but is not due to illness/sickness, reasonable impairment related leave with pay will be granted. This will avoid disabled employees having to take leave that is then inappropriately classified as sick leave.

Impairment related absences may occur when disabled employees have to take leave due to external circumstances which affect their ability to attend work.

Examples of impairment related absences

Disabled employees may be granted impairment related leave in the following circumstances:-

- Breakdown of usual arrangements at work, for example: sickness of personal assistant, malfunction of aid or adaptation, alteration to work premises, lifts, toilets, car parking etc, which prevent an employee from attending or remaining at school and where no suitable alternative arrangement or work (e.g. at home/other site) can be found.

- Breakdown of usual arrangements which make it unreasonably difficult to get to school. For example, mobility aids such as wheelchair, artificial limb or car breakdown in the absence of a suitable accessible alternative.

- Unfavourable weather conditions which put the employee at risk. For example, ice, snow, fog or strong winds etc.

- If not already covered under Hospital/Medical Appointments, time off for impairment related medical visits (where it is not possible to arrange such visits out of working hours) in relation to assessment, treatment, servicing or repairs to mobility aids and rehabilitation.

  In respect of the above circumstances, a reasonable level of proof may be required by the Headteacher.

  A disabled employee will only be granted impairment related leave if reasonable alternatives to enable the disabled employee to attend School cannot be made.

Although this procedure will separate impairment related leave from general sickness and other special leave, it will still need to be managed in a proactive way and offer support to disabled people in order to reduce the number of absences where appropriate.

Headteachers and employees must make every effort to identify and discuss the situations that might necessitate impairment related leave. Disabled employees will often be aware in advance of the circumstances that make it difficult for them to work or get to work. Because an event arises that has not previously been identified, this does not mean that leave will not be granted.

When the instances which trigger impairment related absences occur, the Headteacher and employee should discuss reasonable ways of overcoming them and reducing the need to take impairment related leave through flexible working and the use of technological developments. For example, arrangements could be made for the disabled employee to work from home during periods when they are unable to attend work.

3.12 Leave for Study / Examinations

Leave for study, related to role specific continuing professional development in school, one-half day's paid study leave for each examination is granted.

Leave to sit an examination that would enhance an employee's role specific professional development, the period necessary would be granted with pay.

3.13 Interview Leave

Reasonable time off with pay will be granted to attend interviews for posts at any other schools/ educational settings or with another local authority.

Visits to schools prior to applying for a post should wherever possible be arranged in an employee's own time, unless the receiving school is unable to accommodate this. In these circumstances reasonable time should be allowed. If part of the interview process requires the teacher to visit the school then leave with pay is allowed.

Specific provisions apply to staff affected by school reviews or by the need to make staffing reductions within an individual school. Reference should be made to the relevant documents, (MSR Policy and Working Together to Avoid Compulsory Redundancy).

3.14 Religious Festivals and Special Events

3.14.1 Support Staff working term-time and Teachers

Up to two days per year with pay will be granted where the member of staff's religion requires them to attend if this is a day on which the member of staff would normally be in school.

Special events of particular importance to members of religious or cultural groups, one day will be granted with pay. Unavoidable travelling time in excess of one day will be considered without pay.

This does not include time for preparation for festivals or days which may be used for family celebrations which are not the specified dates for the religious event.

3.14.2 Support staff working throughout the year

Wherever possible requests for leave to attend religious or cultural tradition are expected to do so within the normal annual leave arrangements.

If the school insist that annual leave is taken at a particular time of year then the Headteacher should grant up to two days leave per year with pay.

Extended visits and pilgrimages
Where staff need to make extended visits abroad for religious/cultural reasons the Governing Body may allow the member of staff to carry forward 3 days additional leave, subject to the operational needs of the school. Where a combination of the current year's leave entitlement and leave carried forward is insufficient a reasonable period of leave without pay may be granted.

Hajj

Both teachers and support staff are eligible to request time off for the religious pilgrimage Hajj, which takes place over the course of five days during the 12th month of the lunar Islamic calendar and may fall within term time.

All employee requests should be made in advance and as early as possible (determined by the lunar calendar) link to a website that explains, to allow the school to consider the request and make arrangements for cover.
Where multiple requests are received by the school, they will be considered and if granted, will be offered/authorised on a first come, first serve basis.

Approved leave of absence for Hajj will be on an unpaid basis.

Please take advice from your HR provider if required.

3.15 Overstaying/Delayed Returns

If staff, returning from a holiday abroad or returning from extended leave for religious/cultural reasons, are delayed in returning from the country they have visited, for reasons such as transport strikes, delayed flights, accidents etc and this delay takes them into term time, for, then in such circumstances it is the member of staff's responsibility to maintain communication with the Headteacher and to keep to an absolute minimum any unforeseen overstay.

On their return the Headteacher will need to consider the reasons for the delay. If the circumstances are not covered by any other policy the period of absence would be without pay. If the employee is employed throughout the year then they may take the additional time as annual leave.

In the first instance staff should claim compensation from the travel company.

If the member of staff is unable to claim compensation the circumstances of the delay should be considered. Advice should be sought from HR Schools team or your HR provider.

3.16 Attendance at Weddings & Civil Partnerships

3.16.1 Staff working term time only and Teachers

Leave of absence will not be granted for an employees own wedding during term time.

For time off to attend the wedding of the employees' or employees' partner's immediate family, one day with pay will be granted. Unavoidable travelling time in excess of this will be considered without pay.

Time off to attend the wedding of someone other than the member of the employees' or employees' partner's immediate family, one day without pay will be granted.

3.16.2 Staff working all year round

Annual Leave should be used to attend a wedding, subject to approval.

3.17 Graduation Ceremony

3.17.1 Staff working term time only and teachers

Time off to attend the graduation ceremony or "passing out" (for example, armed forces and emergency services) of the employee or member of the employee's immediate family, one day with pay will be granted.

Unavoidable travelling time in excess of this will be considered without pay.

3.17.2 Staff working all year round

Annual Leave should be booked and approved for any request to attend a graduation ceremony.

3.18 Moving House

3.18.1 Staff working term time only and Teachers

Where the day of the move unavoidably falls on a weekday, one day with pay will be granted.

3.18.2 Staff working all year round

Annual Leave should be booked and approved for time off to move house.

3.19 Severe Weather Conditions - Attendance at work

3.19.1 Scope of These Arrangements

This applies to all school based staff.

These arrangements will be applied when there are severe weather conditions. If there is any doubt as to whether they will apply advice should be sought from Personnel. The criterion which will be used is the extent to which most means of transportation cease or are seriously disrupted.

3.19.2 Procedures to apply when "Severe Weather" is determined

If a decision has been made that the school is closed to pupils due to severe weather conditions the Headteacher and Governing Body need to decide if staff are required to attend. When using discretion all staff should be treated in the same way.

Where staff have been informed that they are not required to attend they should be paid normal salary. This decision should only be taken in exceptional circumstances.

If the school is open the Headteacher should determine if that member of staff has made reasonable attempts to get to school.

If a reasonable attempt to attend has been made then the absence should be with pay. The extent to which most means of transportation cease or are seriously disrupted will need to be taken into account.

If weather conditions are not severe and staff do not turn up the Headteacher may ask those staff to make up the time, or alternatively the period will be without pay or in the case of all year round staff they will be expected to take annual leave

When considering reasonable adjustments for staff with disabilities who may have particular difficulties in attending work under severe weather conditions, the Headteacher has the discretion to grant paid time off in cases where it is considered appropriate. (See above Examples of Impairment Related Absences for further information).

If staff do not turn up for work the Headteacher may ask those staff to make up the time or alternatively salary will be lapsed. Staff who arrive late and who remain at school until the end of the day should not suffer loss of pay.

If the school releases staff early they should not suffer loss of pay. If the member of staff will be absent or late they must make every effort to telephone the school to report the circumstances.

If the member of staff is ill on the day or days when there are severe weather conditions, the school's normal sickness reporting and recording procedures will apply. Staff who are on training courses who are unable to attend the training venue should if possible report to school. If they are unable to attend school then the above will apply.

Absences caused by the urgent need to care for children, elderly, other close relatives whose schools, day centres or other establishments may have been closed because of severe weather conditions will be considered under Emergency Leave. If the Headteacher is satisfied that the member of staff had no alternative but to stay at home with the child/person then pay should be granted. However there is an expectation that all reasonable attempts to make alternative arrangements and/or share the responsibility of care should be made if appropriate.

3.20 Release of Teachers for Examination Board Activities

Dependent on the needs of the school, consideration will be given to appropriate time off for public examination duties in accordance with Conditions of Service for School Teachers 2000 Edition (Burgundy Book). Prior agreement between the member of staff and Headteacher is required before the member of staff

enters into a separate contract with an Examination Board for examination responsibilities entailing time off from school.

3.21 Fostering Leave

Leeds City Council recognises and values the contribution that foster carers make to society and especially the lives of children in care. We understand that foster carers who do other work in addition to fostering need some flexibility in their working arrangements in order to meet the needs of their fostered child.

We will support foster carers and approved kinship carers by giving paid time off in any 12 month period as follows:

- assessment and initial training prior to approval as a foster carer - up to three days
- attendance at panel for approval – one day
- child review meetings, annual foster carer review meeting and training – up to five days

This leave is available to staff who:

- are applying to become foster carers
- are approved foster carers and have a child in placement (or have had a child in placement for 75% of the previous 12 months) or are an approved kinship carer
- and have three months or more employment service with either; Leeds City Council, a Local Authority Maintained School, or any other school or academy recognised under the Modification Order Act (1999) and under the locally agreed Leeds Schools Continuous Service and Academies Policy.

Where both partners are employees of the Council, the above entitlement will apply to each employee.

Line managers will approve the leave taking into account individual circumstances of each case and operational requirements of the business. The leave will be considered and approved on a pro rata basis.

In addition to the above entitlement, flexible working guidance, special leave for emergencies and parental leave policies all apply to foster carers/ kinship carers and managers should give consideration to all provisions.

3.22 Carers Leave (From April 2024)

3.22.1 All school based staff

All employees now have a legal entitlement to take **unpaid** time off to provide or arrange care for dependents with long term care needs. If they meet the eligibility requirements, they are entitled to one weeks leave in a 12 month period, i.e. from April 1st to 31st March.

Leave can be taken in half or full days, up to an including taking a block of a whole week at once.

A dependant is defined as:

- A spouse or civil partner
- A parent
- A person living in the same household, other than as an employee, tenant, lodger or boarder.

By this definition, unmarried partners of the opposite or same sex and living together, will be classed as dependants.

A dependant of an employee has a long-term care need if:

- they have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months,
- they have a disability for the purposes of the Equality Act 2010, or
- they require care for a reason connected with their old age.

4.0 Leave of Absence without Pay

4.1 All school based staff

In addition to the provisions outlined in this document and as stated throughout this document, Governing Bodies also have the discretion to grant leave of absence without pay. Each case should be considered on its individual merits, such as, for family or personal reasons e.g. long term care of a close relative or a full time course of study to enhance an individual's personal development. The course must be appropriate, of benefit to the individual and to the school as a whole.

A leave of absence request should not be approved for the purpose of work / financial gain e.g. short term contract with another employer or consultancy work. Requests which have neither educational nor compassionate grounds will not normally be considered.