Annual and Special Leave and Absence Reporting Policy

Policy Code:	HR13
Policy Start Date:	July 2026
Policy Review Date:	July 2029

Please read this policy in conjunction with the policies listed below:

- HR8 Equal Opportunities and Diversity Policy
- HR12 Staff Disciplinary Policy
- HR14 Paternity Leave Policy
- HR15 Time Off for Dependants Policy
- HR18 Staff Sickness Absence Policy
- HR19 Maternity Leave Policy
- HR20 Parental Leave Policy
- HR21 Adoption Leave Policy
- HR25 Flexible Working Policy

1 Policy Statement

1.1 This policy provides information as to how the Trust will implement arrangements with respect to annual and special leave and reporting absences. The conditions covering family leave and time off for dependants are covered in the relevant separate policies. Sickness absence is covered in the Trust's Staff Sickness Absence Policy.

1.2 Absence from duty by a member of staff may occur for a variety of reasons with certain types of leave being covered by statutory provision, including maternity, paternity, adoption, parental or shared parental leave (referred to collectively as family leave). Other types of leave form an integral part of a member of staff's contractual conditions of service, which are the responsibility of The Priory Federation of Academies Trust (the Trust), such as annual leave.

1.3 The Trust respects statutory rights to time off for staff and offers some enhanced rights which are set out in the relevant policies, where applicable.

1.4 No individual who takes time off in accordance with this policy will be subjected to any detriment.

1.5 References to the Trust or Academy within this policy specifically include all nursery, primary, secondary and special academies within the Trust, as well as Priory Apprenticeships and Lincolnshire ITT.

1.6 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

1.7 This policy does not apply to agency workers, consultants or self-employed contractors.

2 Roles, Responsibilities and Implementation

2.1 The People, Performance and Operations Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of HR.

2.2 This policy is approved by the People, Performance and Operations Committee before being ratified at the next available Trust Board meeting. Approval and ratification is minuted, with records kept by the Clerk to Trustees.

2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

3.1 This policy aims to ensure a fair and equal process for all members of staff seeking annual and special leave.

4 Reporting Absences

4.1 Any member of staff prevented from attending work due to illness or injury must follow their Academy/settings internal absence reporting procedure to report the absence. This notification of this absence should be in accordance with the HR18 Staff Sickness Absence Policy.

4.2 Members of staff must report all other absences in the same way as reporting sickness absences as detailed above.

5 Conditions of Service

5.1 The Conditions of Service which refer to Leave of Absence for each category of staff are as follows:

- **Teachers** - Contained in the National and Local Schemes of Conditions of Service for schoolteachers.
- **Support Staff** - Contained in the National and Local Schemes of Service.

6 Annual Leave – Support Staff

6.1 The annual leave year runs from the 1st of April to the 31st of March every year.

6.2 The annual leave entitlement for Support Staff is as follows:

PPS	**Less than 5 years' continuous service**	**5 or more years' continuous service**
1 – 3	22 + 3 concessionary days	27 + 3 concessionary days
4– 11	22 + 3 concessionary days	27 + 3 concessionary days
12 – 24	25 + 3 concessionary days	30 + 3 concessionary days
25 and above	26 + 3 concessionary days	31 + 3 concessionary days

6.3 For support staff employed on a 52-week contract, the usual Bank Holidays in England and Wales are in addition to the above annual leave entitlement. For part-time staff employed on a 52-week contract, Bank Holidays are calculated on a pro rata basis, in line with the contracted working hours. These members of staff will also receive 3 additional concessionary days' leave to be taken during the period of Christmas closure.

6.4 Bank holidays and the 3 additional concessionary days are included in the holiday entitlement payment calculation for support staff contracted to work less than 52 weeks per year and this is paid as part of their salary.

6.5 Annual leave cannot be carried forward to the following leave year. It must be used by the 31st of March. Any holiday not taken by the end of the holiday year will be lost and no payment in lieu will be made, unless in exceptional cases to be agreed with the Trusts Human Resources Lead.

6.6 For part-time staff, annual leave is calculated on a pro-rata basis.

6.7 For part-year members of staff (term-time only, etc.) annual leave entitlement will be calculated as part of their salary and based upon the formula for full year working staff.

6.8 For those on 52-week contracts, the leave period shall be from 1st April to 31st March. Those members of staff whose employment starts or ends part way through the holiday year are entitled to a pro-rata equivalent of their holiday entitlement, proportionate to the number of completed calendar month's service during the year. Members of staff will be paid in lieu of any accrued but untaken holiday entitlement for the current holiday year at the time of termination, although they may be required to use any remaining holiday entitlement during the notice period.

6.9 The timing of all leave is subject to the approval of the Head of Academy or line manager, or in the case of Federation staff, their line manager, and will be dependent upon the needs of the service and the Trust.

6.10 Members of staff must not make travel bookings until approval has been given.

6.11 Members of staff may be required to take (or not to take) holiday on particular dates, including when the school is closed or during the notice period. It will be expected that the majority of annual leave will be taken during school holidays, unless otherwise stated in the member of staff's contract.

6.12 Normal annual leave must be negotiated in the first instance through the member of staff's line manager, who will then seek approval from the appropriate Head of Academy, and in the case of Federation staff, the relevant Federation Services Lead.

6.13 Holiday entitlement continues to accrue during periods of sick leave. If a member of staff is on a period of sick leave, which spans two holiday years, or if they return to work after sick leave so close to the end of the holiday year that they cannot reasonably take their remaining holiday, they may carry over unused holiday to the following leave year. Carry over under this rule is limited to the four-week minimum holiday entitlement under EU law (which includes bank holidays), less any leave taken during the holiday year that has just ended. Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost.

6.14 Holiday entitlement continues to accrue during periods of family leave. If a member of staff is planning a period of family leave that is likely to last beyond the end of the holiday year, they should discuss their holiday plans with their manager in good time before starting their family leave.

7 Time Off for Public Duties

7.1 A member of staff is entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor. The Trust may grant paid leave to staff taking time off for public duties in certain circumstances and at its sole discretion.

7.2 A member of staff intending to become involved in public duties which will require leave, paid or unpaid, must obtain the agreement of their Head of Academy or line manager before they agree to accept that position.

7.3 When undertaking public duties, the member of staff must provide their Head of Academy or line manager with an outline of their expected involvement, including time off required throughout the year, and agree and plan their leave, paid or unpaid, without disrupting the service. In order that arrangements can be made to cover duties, all requests should be made in good time.

7.4 In such cases, further leave of absence may be granted where deemed necessary. If further leave is agreed, then the Head of Academy or line manager will decide whether the leave is with or without pay, unless already specified in this document. Each request for time off will be considered on its merits taking account of all the circumstances, including how much time is reasonably required for the activity, how much time the member of staff has already taken, and how the absence will affect the setting.

8 Jury Service and Attendance at Court

8.1 When chosen for Jury Service, the member of staff must submit to their line manager a request for leave in advance and produce a copy of the Court Summons.

8.2 A member of staff who is called up for jury service will be paid their normal pay less any amounts the member of staff can claim from the court for loss of earnings. The member of staff must therefore complete the entire relevant claim form provided with the jury service request.

8.3 If on any day the member of staff's services are not required at the court, they will be required to return to work for that day.

8.4 Depending on the needs of the Trust, the Trust may request that the member of staff apply to be excused or deferred from their jury service.

9 Training with Reserve or Cadet Forces

9.1 The Trust are aware that employees who are members of the Reserve Forces (Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called-up at any time to be used on full-time operations and will be expected to attend regular training. A member of staff who is a member of the reserve or cadet forces (and provides evidence of this) will be entitled to a reasonable amount of unpaid leave.

9.2 The Trust may, upon receiving notice that a member of staff has been called up for active service, apply to an adjudication officer for the notice to be deferred or revoked if the member of staff's absence would cause serious harm to the Trust (which could not be prevented by the grant of financial assistance).

9.3 Where agreement is given for a member of staff to engage on a voluntary tour of duty or specific exercise, discretion will be given on an individual basis to phase the individual back into the workplace.

9.4 Once a member of staff's military service has ended, they may submit a written application for reinstatement to their employment with the Trust. This should be made to the Trust by the third Monday following the end of the member of staff's military service and the member of staff should notify the Trust of the date on which they will be available to restart work. If it is not reasonable and practicable for the Trust to reinstate the member of staff into their old post, then they will instead be offered the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.

9.5 When calculating the length of a member of staff's continuous employment with the Trust, the period of absence on military service will not be counted. The period of employment before the member of staff's mobilisation and the period after their reinstatement will be treated as continuous.

10 Professional Activities

10.1 By agreement between the Head of Academy or line manager and member of staff, paid leave may be given for activities beneficial to the Trust or to the professional standing of the member of staff. Examples of this would include being a member of a tribunal or inquiry, speaking at relevant conferences, or participating in the work of a specialist professional organisation.

11 Job Interviews

11.1 Reasonable time off with pay will be given to attend interviews for positions within and outside of the Trust.

11.2 The member of staff must submit to their Head of Academy or line manager a request for leave in advance, to be agreed, with sufficient notice to ensure minimum disruption to service levels. The Trust can ask employees to provide evidence of the interview.

12 Special Leave for Graduation Ceremonies

12.1 As a gesture of good will, one day of paid leave will be granted for a member of staff to attend the graduation ceremony of their dependant and/or for the member of staff's own graduation ceremony from college or university.

12.2 Requests for leave in advance must be submitted to the member of staff's Head of Academy or line manager with sufficient notice to ensure minimum disruption to service levels. It is at the Head of Academy or line manager's discretion as to whether the time off is granted and the needs of the Trust will be considered when making this decision.

13 Special Leave for Exams

13.1 As a gesture of good will, paid leave for up to one day will be granted for a member of staff to attend an examination for a college or university course. Any further leave, or leave beyond one day, will be at the discretion of the member of staff's Head of Academy or line manager.

13.2 Requests for leave in advance must be submitted to the member of staff's Head of Academy or line manager with sufficient notice to ensure minimum disruption to service levels are minimally disrupted. It is at the line manager's discretion

as to whether the time off is granted and the needs of the Trust will be considered when making this decision.

14 Moving House

14.1 The Trust will allow one day of paid leave (in addition to other rights to contractual or statutory leave) for a member of staff who is moving house. This is limited to one day in any one academic year.

14.2 Requests for leave in advance must be submitted to the member of staff's Head of Academy or line manager with sufficient notice to ensure minimum disruption to service levels. It is at the Head of Academy or line manager's discretion as to whether the time off is granted and the needs of the Trust will be considered when making this decision.

15 Marriage or Civil Ceremony

15.1 The Trust will allow one day of paid leave (in addition to any other rights to contractual or statutory leave) for the day of a member of staff's wedding or civil ceremony. This is limited to one day in any one academic year.

15.2 Requests for leave in advance must be submitted to the member of staff's Head of Academy or line manager with sufficient notice to ensure minimum disruption to service levels. It is at the Head of Academy or line manager's discretion as to whether the time off is granted and the needs of the Trust will be considered when making this decision.

16 Parental Bereavement

16.1 Parents or those with day-to-day responsibility for the child are entitled to at least two weeks' leave following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.

16.2 Parents include the birth parent, adoptive parents (if the child is living with you), foster parents and intended parents through surrogacy.

16.3 Day to day responsibility for the child applies if both the follow apply:

- the child or baby was living with you at your home for 4 continuous weeks, ending with the date of death;
- you or your partner had day to day responsibility for the child or baby's care during that time.

You are not eligible if one of the child or baby's parents was also living in the household.

16.4 Leave can either be taken in one block or in two separate blocks of one week within a 56-week window from the child's death.

16.4 Members of staff with 26 weeks' continuous service will receive paid leave at the statutory rate. Members of staff with less than 26 weeks continuous service will be entitled to unpaid leave.

16.5 Requests for such leave must be submitted to the Head of the Academy or the Trusts Human Resources Lead.

17 Bereavement

17.1 Where leave is requested due to the death of a close relative or dependant, appropriate paid leave may be granted to make any necessary arrangements and to attend the funeral. This is typically no more than 5 days compassionate leave and a day for attending the funeral. When agreeing the amount of leave, the Head/Service Lead will take into account the circumstances and relationship of the employee to the deceased person. Line managers should use their discretion when granting such leave, taking into account the specific circumstances of each case.

17.2 Requests for such leave must be submitted to the member of staff's line manager, as soon as possible. The line manager should be informed of the reasons for the request and the number of days leave the member of staff would like to take.

17.3 For other relatives or friends, annual or unpaid leave may be granted for attendance at funerals, subject to the line manager's approval and in accordance with service needs.

17.4 When granting leave for bereavement, a close relative or dependant is defined as:

- next-of-kin or nominated next-of-kin;
- spouse/partner, civil partner/same sex partner;
- parent, grandparent, grandchild;
- brother or sister; or
- parent of spouse/partner or of civil partner.

18 Religious Observances

18.1 Where feasible, the Trust will aim to reasonably accommodate time off for religious observances.

18.2 Requests for leave in advance must be submitted to the member of staff's Head of Academy or line manager with sufficient notice to ensure minimum disruption to service levels.

19 Carers Leave

19.1 Any member so staff who is a carer for a spouse, civil partner, child, parent or other dependant who needs care because of a disability (as defined in the Equality Act 2010), old age or any illness or injury likely to require at least three months' care, is entitled to take up to 5 working days of unpaid leave every 12 months.

19.2 The leave may be taken in half-days, full days or blocks of time.

19.3 The minimum notice period an employee needs to give to take the leave is twice the length of time that needs to be taken, in advance of the earliest day of leave.

19.4 Requests for such leave should be submitted to the Head of the Academy or the Trusts Human Resources Lead as soon as possible and leave dates may be postponed if the Trust reasonably consider that the operation of the business would be unduly disrupted if it were approved.

20 Emergency Dependent Care

20.1 Please see HR15 Time Off for Dependants Policy.

21 Emergency Domestic Situations

21.1 Time off work (which may comprise/include paid special leave) may be approved to enable members of staff to deal with emergency domestic situations at home, such as flood, fire or burglary and to put arrangements in place. It does not apply to planned events such as domestic repairs, refurbishment, building or trades work, installation of appliances, home deliveries, etc.

21.2 Requests for this leave must be submitted to the member of staff's line manager as soon as possible to ensure service levels are minimally disrupted. It is at the line manager's discretion as to whether the time off is granted and the needs of the Trust will be considered when making this decision.

22 Hospital and Medical Appointments

22.1 Members of staff requiring time off for a hospital appointment will be granted as special paid leave.

22.2 The member of staff must make a request for leave in advance to their line manager and must produce a letter from the hospital detailing the date and time of the appointment.

22.3 On many occasions, a patient cannot request the timing of a hospital appointment and the Trust is understanding in these situations. However, for other medical appointments (including dentist and doctor appointments), the Trust requests that these are booked, wherever possible, outside of the school hours or at the start or the end of the working day. Where it can be demonstrated that it is not possible to obtain appointments outside of working hours, the Trust may grant paid time off for reasons of the personal health and welfare of an employee. The Trust may ask employees to provide evidence to attend any medical appointment.

23 Assisted Conception

23.1 Employees who are planning to undergo any form of assisted reproduction or require any treatment or other medical intervention to support fertility should discuss with the Headteacher/Service Lead their treatment plan and requirements for time off. The Trust will consider ways to support members of staff to attend appointments to undergo treatment or to support in the same way as any other medical appointments.

23.2 The Trust understands that appointments for such treatments are often made at short notice and can be frequent and on consecutive days, as much notice as possible regarding the arrangements for the time off should be made.

24 Cosmetic Surgery

24.1 For the purposes of this policy, cosmetic surgery is surgery that is not considered medically necessary. It is concerned with the enhancement of appearance through surgical and medical techniques, e.g. face-lifts, Botox, or breast implants.

24.2 No paid or unpaid leave time will be granted for cosmetic surgery. The member of staff will be required to take annual leave for any absence related to a purely cosmetic procedure, or opt to have the procedure during the school break.

24.3 If the member of staff is undergoing a cosmetic surgery or procedure for which they will be absent from work, any entitlement to sick pay will be subject to

receipt of satisfactory medical evidence in line with HR18 Sickness Absence Policy. This medical evidence will need to be in the form of a report from the member of staff's doctor or a specialist confirming that the member of staff is undergoing the procedure on medical advice. In these circumstances, the correct procedure for reporting and certifying absence must be followed and a return to work interview will be carried out upon the member of staff's return to work.

25 Gender Re-Assignment

25.1 A member of staff who requires time off for medical or other treatment relating to gender re-assignment will be treated no less favourably than for time off for illness or other medical appointments, as set out in this policy and in HR18 Sickness Absence Policy.

26 Leave to accompany a colleague to a hearing

26.1 A member of staff will be allowed a reasonable amount of paid time off to accompany a colleague to a capability, disciplinary or a grievance hearing.

27 Emergency School Closures – Staffing Advice

27.1 Wherever possible settings should be kept open, with normal programmes of work. Parents should be encouraged to send their children to school if they can do so safely. The presumption must be that settings will be open unless information has been communicated that they will be closed. Closure can be justified only in exceptional circumstances.

27.2 The decision to close will be made by the Chief Executive Officer and Chair of Trustees in consultation with the Head of Academy/Head of Setting.

27.3 It is assumed that everyone will accept that in emergencies all teaching and non-teaching staff should be prepared to remain in post and care for the children until their safe return home has been ensured.

27.4 Once closure is agreed, the Head of Academy/Head of Setting should ensure (if appropriate) they inform their school transport contractors, suppliers of free school meals and school crossing patrol personnel to avoid unnecessary turn out of staff/vehicles.

27.5 In the event of school closure, all staff should be expected to be at work even if the school is closed for the pupils. The Head of Academy may need to make a risk assessment with regard to Health and Safety, judging whether staff attendance is appropriate.

27.6 The Head of Academy/Head of Setting may decide that staff should not come into school if the setting is closed. If this is the case, there should be an expectation that staff will work from home.

27.7 Please see HR26 Policy on Adverse Weather and Travel Conditions Policy.

28 Abuse of this Policy

28.1 Suspected abuse of this policy will be dealt with as a disciplinary issue under HR12 Disciplinary Policy.

29 Policy Change

29.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.