



## **Annual and Special Leave and Absence Reporting Policy**

Policy Code:	HR13
Policy Start Date:	March 2017
Policy Review Date:	March 2020

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

- HR8 Equal Opportunities and Diversity Policy
- HR12 Staff Disciplinary Procedure
- 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
- HS5 Critical Incident Policy



## **1 Policy Statement**

- 1.1 Absence from duty by employees may occur for a variety of reasons with certain types of leave being covered by statutory provision, including maternity and paternity leave. Other types of leave form an integral part of the employee's contractual conditions of service which are the responsibility of the The Priory Federation of Academies Trust (the Trust), such as annual leave.
- 1.2 The Trust respects statutory rights to time off for employees and offers some enhanced rights which are set out in the relevant policies.
- 1.3 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 maternity, paternity, adoption, time off for dependants and parental leave are covered in the relevant separate policies. Sickness absence is covered in the Trust's Staff Sickness Absence Policy.
- 1.4 No-one will be subjected to a detriment for taking or seeking to take leave in accordance with this policy.
- 1.5 This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.6 This policy does not apply to agency workers, consultants or self-employed contractors.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Pay, Performance and HR committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of Human Resources.
- 2.2 The Head of Academy/Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## **3 Reporting Absences**

- 3.1 Any employee prevented by sickness from attending work must inform their line manager/relevant manager following the individual Academy/Federation's reporting procedure. This must be done by telephone and as quickly as possible after becoming unfit for duty. The employee must indicate the first day of illness, the nature of the



---

illness and where practicable the likely date of return to duty. This notification should be in accordance with the Staff Sickness Absence Policy.

- 3.2 Employees must report all other absences in the same way as reporting sickness absences as detailed above.

#### **4 Conditions of Service**

- 4.1 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, a copy of which is available in the HR Office.

**Support Staff** - Contained in the National and Local Schemes of Service a copy of which is available in the HR Office.

#### **4.2 Annual Leave – Support Staff**

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

The annual leave entitlement for Support Staff is as follows:

Salary Scale	Period of Continuous Service	
	0 - 5 Years	5 years or Over on 1 April
SCP 1 – 12	20	25
SCP 13 – 21	21	26
SCP 22 - 30	24	29
SCP 31 - 48	25	30

For support staff who are employed on a 52-week contract, bank holidays are in addition to annual leave entitlement. These employees will also receive 3 additional concessionary days' leave. These will be taken during the period of Christmas closure.

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.

Annual leave cannot be carried forward to the following leave year. It must be used by the 31<sup>st</sup> of March.

- 4.3 For part-time employees annual leave will be calculated on a pro-rata basis.



- 
- 4.4 For part-year employees (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.
- 4.5 For those on 52 week contracts, the leave period shall be from 1 April to 31 March. Those employees starting or leaving during the year are entitled to leave proportionate to the number of completed calendar month's service during the year. No employee will be paid in lieu of leave not taken at the time of termination, unless it has not been possible to take leave because of the needs of the service.
- 4.6 The timing of all leave is subject to the approval of the Academy Headteacher, or in the case of Federation staff, their line manager, and will be dependent upon the needs of the service. It will be expected that the majority of annual leave will be taken during school holidays unless otherwise stated in the employee's contract.
- 4.7 Normal annual leave must be negotiated in the first instance through the employee's line manager, who will then seek approval from the appropriate Head of Academy and in the case of Federation employees, the relevant Federation manager.

## **5 Statutory Rights to Time Off**

- 5.1 An employee 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.
- 5.2 An employee 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.
- 5.3 When undertaking public duties, the employee must provide their line manager with an outline of their expected involvement throughout the leave year, and agree and plan their leave, paid or unpaid, without disrupting the service.
- 5.4 In such cases, further leave of absence may be granted where deemed necessary. If further leave is agreed, then the Head of Academy will decide whether the leave is with or without pay, unless already specified in this document.

## **6 Jury Service and Attendance at Court**

- 6.1 When chosen for Jury Service, the employee must submit an advanced request for leave to their line manager and produce a copy of the Court Summons.
- 6.2 An employee who is called up for jury service will be paid their normal pay less any amounts the employee can claim from the court for loss of earnings. The employee



---

must therefore complete all of the relevant claim forms provided with the jury service request.

- 6.3 If on any day the employee's services are not required at the court, they will be required to return to work for that day.
- 6.4 Depending on the needs of the Trust, the Trust may request that the employee applies to be excused or deferred from their jury service.

## **7 Training with Reserve or Cadet Forces**

- 7.1 An employee 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.
- 7.2 The guidelines for requesting and granting of leave for duties with the reserve or cadet forces, are the same as those for leave for extraneous duties (see table above.)
- 7.3 The Trust may, upon receiving notice that an employee has been called up for active service, apply to an adjudication officer for the notice to be deferred or revoked if the employee's absence would cause serious harm to the Trust (which could not be prevented by the grant of financial assistance).
- 7.4 Where agreement is given for an employee 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.
- 7.5 Once an employee'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 employee's military service and the employee 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 employee 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.
- 7.6 When calculating the length of an employee's continuous employment with the Trust, the period of absence on military service will not be counted. The period of employment before the employee's mobilisation and the period after their reinstatement will be treated as continuous.

## **8 Professional Activities**

- 8.1 By agreement between the line manager and employee, paid leave may be given for activities beneficial to the Trust or to the professional standing of the employee. 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.

## **9 Job Interviews**

- 9.1 Reasonable time off with pay will be given to attend interviews for positions within the Trust and positions with outside organisations.
- 9.2 The employee must submit an advanced request for leave to their line manager, to be agreed, with sufficient notice to ensure service levels are minimally disrupted.

## **10 Special Leave for Graduation Ceremonies**

- 10.1 As a gesture of good will, one day of paid leave will be granted for employees to attend the graduation ceremony of their dependant and/or for the employee's own graduation ceremony from college or university.
- 10.2 Advanced absence requests for this leave must be submitted to the employee's line manager with sufficient notice 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.

## **11 Special Leave for Exams**

- 11.1 As a gesture of good will, paid leave will be granted for employees to attend an examination for a college or university course. The duration of the leave, up to one day, will be at the discretion of the employee's line manager.
- 11.2 Advanced absence requests for this leave must be submitted to the employee's line manager with sufficient notice 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.

## **12 Moving House**

- 12.1 The Trust will allow one day of paid leave – as well as any other rights to contractual or statutory leave – for employees who are moving house. This is limited to one day in any one academic year.
- 12.2 Advanced absence requests for this leave must be submitted to the employee's line manager with sufficient notice 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.



### **13 Marriage or Civil Ceremony**

- 13.1 The Trust will allow one day of paid leave – as well as any other rights to contractual or statutory leave – for the day of an employee’s wedding or civil ceremony. This is limited to one day in any one academic year.
- 13.2 Advanced absence requests for this leave must be submitted to the employee’s line manager with sufficient notice 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.

### **14 Bereavement**

- 14.1 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. Line managers should use their discretion when granting such leave, taking into account the specific circumstances of the request.
- 14.2 Requests for such leave must be submitted to the employee’s line manager. Each case will be viewed sympathetically and leave may be granted from the date of death up to and including the date of the funeral or cremation.
- 14.3 When granting leave for bereavement, a close relative or dependant is defined as:
- (a) own child;
  - (b) next-of-kin or nominated next-of-kin;
  - (c) spouse/partner, civil partner/same sex partner;
  - (d) parent, grandparent, grandchild;
  - (e) brother or sister; or
  - (f) parent of spouse/partner, civil partner.

### **15 Emergency Dependent Care**

- 15.1 Please see the Time Off for Dependants Policy (HR15).

### **16 Emergency Domestic Situations**

- 16.1 Time off work (which may comprise/include paid special leave) may be approved to enable employees to deal with emergency domestic situations at home, such as flood, fire or burglary. It does not apply to planned events such as domestic repairs,



---

refurbishment, building or trades work, installation of appliances, home deliveries, etc.

16.2 Requests for this leave must be submitted to the employee'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.

## **17 Hospital and Medical Appointments**

17.1 Employees requiring time off for a hospital appointment will be granted the time off as special paid leave.

17.2 The employee must make an advanced absence request to their line manager and must produce a letter from the hospital detailing the date and time of the appointment.

17.3 On many occasions, the timing of a hospital appointment cannot be requested by a patient 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, at the start or the end of the working day. Dentist and doctor appointments will be granted as special paid leave.

## **18 Cosmetic Surgery**

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

18.2 No paid or unpaid leave time will be granted for cosmetic surgery. An employee must use their annual leave entitlement for such procedures.

18.3 An employee who would like to take time off work for cosmetic surgery must inform their line manager, as soon as their plans to undergo cosmetic surgery have been confirmed and they must give as much notice as possible of the day on which the surgery will take place.

18.4 Where the outcome of the surgery is unexpected and the employee suffers an injury or illness, sick leave and pay provisions will apply in accordance with the Trust's Sickness Absence Policy.

18.5 In these circumstances, the correct procedure for reporting and certifying absence must be followed; and a return to work interview carried out upon the employee's return to work.

## **19 Gender Re-Assignment**



---

19.1 An employee 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 in this policy and in the Trust's Sickness Absence Policy.

## **20 Emergency School Closures – Staffing Advice**

20.1 Wherever possible Academies 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 Academies will be open unless information has been passed that they will be closed. Closure can be justified only in circumstances of exceptional difficulty.

20.2 The decision to close will be made by the appropriate Head of Academy or senior person on the spot in consultation with the Chief Executive and Chairman of Trustees.

20.3 It is assumed that everyone will accept that in grave 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.

20.4 Once closure is agreed, Head of Academies 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.

20.5 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.

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

See Policy on Adverse Weather and Travel Conditions Policy (HR26).

## **21 Abuse of this Policy**

21.1 Suspected abuse of this policy will be dealt with as a disciplinary issue under the Trust's Disciplinary Procedure (HR12).

## **22 Policy Change**

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



Reporting Absences

---

## **The Priory Federation of Academies Trust Annual and Special Leave and Absence Reporting Policy**

This Policy has been approved by the Pay, Performance and HR Committee:

Signed.....                      Name.....:.....                      Date: .....

Trustee

Signed.....                      Name.....:.....                      Date: .....

Chief Executive Officer

Signed.....                      Name.....:.....                      Date: .....

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.