



## Staff Leave of Absence

### Policy Statement

Prism regards the excellent attendance of both pupils and staff as integral to the success of the school.

we recognise that the effectiveness of the school depends on the commitment of all staff. We also acknowledge that a fair and balanced policy on leave of absence and time off work contributes to the maintenance of staff morale and thereby to the success of the school.

The Prism recognises that absence from duty by staff may be unavoidably required for a wide variety of reasons including compassionate grounds, jury service or for other family, personal, religious and professional reasons.

High levels of absence amongst teaching and support staff can pose a serious problem for schools in terms of disruption to teaching programmes, pupils' learning and other areas of the schools' work. Absence of any staff employed in schools during term time means some impact on the children's education. Therefore, requests from any member of staff to be taken during term time must be regarded by all as the **exception**. Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will be considered on an individual basis without precedent.

Prism expects that teachers and term time support staff will arrange their holidays during school closure periods. It is also expected that staff will consider for all absences how these may be arranged to cause the least inconvenience for the school. Whilst all requests for leave of absence will be considered in a balanced way, other than in exceptional circumstances or on compassionate grounds, leave of absence will not normally be approved in term time except as covered in conditions of service agreements or statute.

Prism will observe the relevant conditions of service agreements and its statutory obligations regarding leave of absence.

### Procedure for considering requests for planned leave of absence

#### Requesting leave of absence

Requests for planned leave of absence should be made in writing using a 'Leave of Absence Request Form' (Appendix 1). This should be submitted to the headteacher, and should include the full reasons for the request which make clear why the leave cannot be taken during a normal school closure period, and the dates and length of the period of leave of absence requested.

The request should be made **with as much notice as possible** so that proper consideration can be given to the request and to enable appropriate cover to be arranged in the event of the absence being approved.

Other than in cases of emergency, a minimum of four weeks' notice should be given for any requests for leave of absence for periods of up to five working days, and for longer periods a period notice (excluding the summer break) equivalent to twice the length of the period of leave being requested. Prior notice of more than three months is not required but would be helpful to the school for planning purposes.

**Staff should not under any circumstances make arrangements (bookings, flights, etc.) until approval for the absence has been given.**

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Please see the flowchart in [Appendix 2](#) for clear details on the process.

### Deciding on leave requests

Requests for leave of absence will be considered taking into account:

- The principles of this policy
- The best interests of the children in the school
- Treating staff in a fair, reasonable and consistent way

**Note:** All parties need to be mindful of the time that could be required for the decision- making process, including any potential appeal.

### Unpaid leave

The methods to be used for the calculation of adjustments to pay during periods of leave of absence without pay are contained in the relevant conditions of service outlined in employee's handbook.

### Unauthorized leave of absence

The taking of unauthorised leave of absence is automatically unpaid and may lead to disciplinary action resulting in a formal warning being issued, or dismissal where the band of reasonable responses justifies such proceedings.

Overstaying and late returns will be considered as unauthorised leave of absence. Staff **must** preserve any documentary evidence which shows that a late return was unavoidable (tickets, sick-notes, doctor/hospital appointment letters, etc.).

### Appeals

Appeals will be considered under the school's grievance procedure.

Katie Corfield – 06.04.2023

*\*To be reviewed with 2-year period, or earlier if necessary*

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# Staff Leave of Absence

Appendix 1 – Request for Leave form



## **LEAVE OF ABSENCE REQUEST FORM**

You are advised to read the policy on leave of absence before making your request for leave of absence.

Your name: ..... Post Held:..... Line Manager Name:.....

Date of commencement of leave: ..... Time leaving: .....

Date of return to work: .....

Expected Time of return –: ..... **Please advise office upon return the exact time of return. Failure to do so may result in the time taken being logged incorrectly and could impact on your pay.**

Normal **contracted** working hours: Start time ..... Finish time:.....

Reason for absence making clear why term time leave is necessary (please attach evidence where able to do so);

.....  
.....  
(continue over if necessary)

Signed by staff member requesting: ..... Date: .....

### **Deputy Headteacher to complete**

Documentation Checked: Appointment letter/card - other please state .....

Leave is granted YES / NO                      Leave is granted WITH PAY / WITHOUT PAY / TOIL

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

**Notes re leave:**

### **Office to complete**

Key on BrightHR

Key on Calendar

Key on Payroll

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### Appendix 2 – Leave of absence schedule (All staff)

Teachers' Conditions of Service stipulate that leave will normally be granted in accordance with the following schedule. Discretion lies with the Head Teacher.

Excerpt from Teachers Conditions of Service – Schedule for Leave of Absence				
	Reason for Absence	Maximum period of absence (school days)	With or without pay	Requested
1	Death of member of immediate family (defined below)	2 days (with extra travelling time of up to 3 days if necessary) and any additional days	With pay  and without  pay	
2	Wedding of any member of immediate family*	1 day	Without pay	
3	Wedding of member of family (other than immediate family)	1 day	Without pay	
4	Holiday of wife, husband or child	10 days	Without pay	
5	Jury service	See conditions of service	With pay (employee must claim an allowance from court)	
6	Attendance at interviews – college or university	Up to two colleges with a maximum of 3 days in total	With pay	
7	Attendance at interviews – others	As necessary	Without pay	
8	Attendance at meetings of examiners for GCSE or other approved examinations	As necessary	With pay	
9	Attendance at courses (and for examination study and for examination) approved by the LGB (or relevant manager for centrally employed teachers)	As necessary	With pay	
10	Other examination leave and study where not directly related to the teacher's job	As approved by the Prism on the Headteacher's recommendation	With or without pay	

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11	Attendance at a religious ceremony or observation of religious festival which the teacher is under a moral obligation to attend or observe by reason of his/her membership of, or office in, a church or religious order	Up to three days per year <i>Prism will consider one day paid leave of absence request per religious occasion. Additional days will be at the head's discretion, but will be unpaid.</i>	With pay	
12	Representative of trade unions attending annual conferences and taking part in formal consultations with representatives of this authority or at national or provincial level	See conditions of service	With pay	
13	Illness of member of immediate family	2 days, per year, per family (also see dependents/parental leave)	With pay	
14	Hospital attendance of staff	1 day	With pay	
15	Attendance at University Graduation Ceremony etc. where self or member of immediate family is receiving a degree, diploma or certificate	1 day	With pay	
16	Other urgent or private family business	Up to 1 day	Without pay	
17	Attendance of husband at birth of his child	Up to 2 days at the discretion of the headteacher	With pay	

**Notes:**

Definitions of "immediate family"

For the purpose of this scheme "immediate family" shall include:

Wife              Father              Stepchildren              Husband              Brother      Father-in-law              Stepfather  
 Stepsister          Son                      Sister                      Grandmother          Stepmother          Grandchild      Daughter  
                     Guardian          Grandfather              Stepbrother          Ward

Mother

\*Except for "wedding of any member of immediate family" where immediate family does not include:

Self, grandparents, parents-in-law and grandchildren

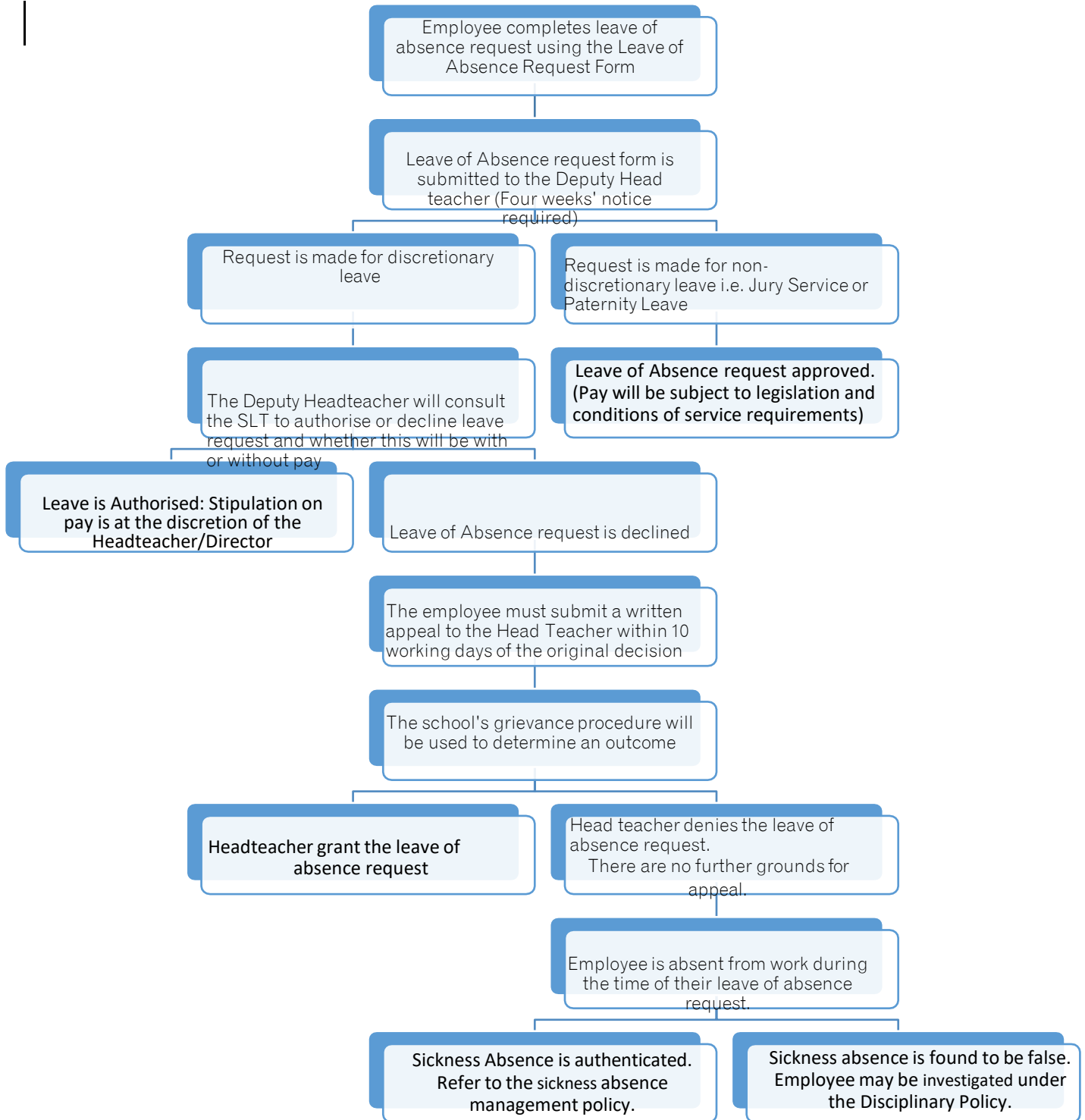
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## Staff Leave of Absence

### Appendix 2 – Flowchart for requesting Leave of Absence (All Staff)

All requests made for Leave of Absence must be done so using this procedure. Staff are reminded not to assume their leave will be automatically authorised and must wait for confirmation before booking any flights, accommodation, etc.



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