

**THE BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST
STAFF PERSONAL & SPECIAL LEAVE POLICY AND PROCEDURE**

1.1 Scope

The Blessed Edward Bamber Catholic Multi Academy Trust understands that staff experience personal or family difficulties from time to time, and wishes to support them in granting within reason, and taking into accounts the needs of the Trust and its academies, time off to deal with such issues. This policy applies to all staff employed by the Trust.

The purpose of this guidance is to set out staff's entitlements and obligations with regard to compassionate leave and leave for family or personal reasons whilst also adhering to the rarely cover principles.

The Trust will make every endeavour to support staff, however, there may be non-emergency occasions where negotiation may be required to enable the academy to fulfil its commitments to children and colleagues.

1.2 Entitlement to Personal & Special Leave

1.2.1 For the purposes of this guidance the definition of a close relative/immediate family is defined as a member of staff's:

- (a) Husband, wife or unmarried partner
- (b) Father and Mother, step-father and step-mother
- (c) Son and Daughter, including adopted and step children
- (d) Brother and sister, half brother or half sister
- (e) Grandparent
- (f) Grandchild
- (g) Father / Mother in-law
- (h) Son / Daughter in-law
- (i) A person to whom the employee is next-of-kin or is nominated as such

The Trust has determined that up to and not exceeding 10 days (full time equivalent) paid leave in total (pro rata for part time/part year staff) and up to two months unpaid leave may be granted in any one academic year.

Staff will be entitled to: -

Paid Leave for 1 Day

- (a) House Removal (one day in any academic year)
- (b) Degree Ceremonies – Self, partner, son or daughter
- (c) Wedding of a close relative
- (d) Funeral of close relative (including in-laws)
- (e) Prospective fathers - one antenatal visit
- one antenatal scan
- (f) Fostering a child
- (g) Child care in the case of unforeseen illness of the child
- (h) Death of close relative/immediate family
- (i) Job interview

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Paid Leave for 2-3 Days

- (a) Fostering a child with special needs

Paid Leave for more than 3 days

- (a) Consideration will be given of up to 5 days leave where acting as the personal representative of the deceased
- (b) In exceptional cases consideration will be given for additional days in the case of serious injury or illness of close relative/immediate family

1.2.2 Paid Leave for Hospital/Emergency Appointments

It is also the Trust's policy to be reasonable and flexible with regard to a member of staff who needs to take time off work for the purpose of attending hospital appointments and emergency appointments.

Absence due to attendance as a hospital outpatient or for emergency medical or emergency dental treatment and as a witness at court, etc will be allowed, as paid leave and will not count against the special leave allowance.

In the case of a hospital appointment the time allowed will be the number of hours, which are necessary to fulfil attendance at the appointment, and associated travel. However, if a whole or half day is taken up by the hospital appointment, it will be recorded as sick leave. Staff attending for a hospital appointment and finding themselves admitted as an inpatient for treatment will be classified as on sick leave.

The Trust reserves the right not to pay a member of staff for time off for hospital appointments if the member of staff has failed, without good reason, to provide proper advance notification to the Headteacher of the need for time off for an appointment or has failed without good reason to produce an appointment card on request. If the leave is required by the Headteacher s/he will request it from the Executive Director who in turn would request personal or special leave from the Chair of the Board.

Where time off work is required for a member of staff who is pregnant for antenatal care, all reasonable time off will be paid for and the member of staff will not be required to make up for any of the time spent at appointments.

Paid leave for appointments is given to a member of staff, their spouse or partner and their dependants including children, where the member of staff is the carer of the dependant.

1.2.3 Discretionary Leave

Any further days in addition to the above criteria would be at the discretion of the Headteacher and would be unpaid. E.g. Religious observance

As this is only a guide to leave which may be authorised, where circumstances are such as to justify additional leave (maximum of two months unpaid leave) then this would be granted.

1.3 Paid Leave for Personal or Domestic Reasons

The Trust will normally grant paid compassionate leave to a member of staff where a member of their immediate family as defined above

- a) Dies
- b) Is seriously injured
- c) Unexpectedly falls seriously ill.

In the event of the death of a close/immediate relative, it would be reasonable to allow compassionate leave. It must be recognised that individuals will require varying levels of time off work following a bereavement and it is therefore difficult to place limits on the time off which should be granted.

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Headteachers are therefore allowed the discretion to authorise up to two months compassionate leave for bereavement.

Paid leave will also be granted to a member of staff in the event of serious personal or domestic difficulties or an emergency that requires the immediate presence of the employee.

Paid leave (1 day) will also be granted where a child is ill and other arrangements to care for the child cannot be made.

A request for paid personal leave may also be granted for pressing and important reasons, and events that cause serious personal disruption or distress to the member of staff or member of his or her immediate family.

It should be stressed that leave under this heading is intended to allow a member of staff to deal with emergency situations and not circumstances that can be foreseen or problems that are known about in advance. For this reason, a maximum of 1 days paid leave will be granted for this purpose for each singular incidence. Further incidences will need to be assessed by the Headteacher before paid leave is granted.

A member of staff should seek alternative arrangements for caring provisions (i.e. shared responsibility for care where a partner is also responsible for the care of the individual involved) prior to contacting the Headteacher or as soon as possible thereafter if they need to take compassionate leave or leave of absence due to personal/domestic reasons. The member of staff should endeavour to give as much notice as possible.

If, due to emergency circumstances, the employee is unable to seek permission for compassionate leave or personal leave prior to the start of his or her absence, he or she should verbally inform the Headteacher as to the reason for the time off work. As soon as possible thereafter, the employee should inform the Headteacher of the circumstances and the expected duration of his or her absence. In these circumstances the school may request another member of staff to cover the immediate absence.

While absent, the employee must keep the Headteacher informed as to when he or she expects to be able to return to work.

1.4 Time Off for Dependants (Close Relative/Immediate Family)

A member of staff has a statutory right to take unpaid time off to provide assistance or take appropriate action to deal with an emergency concerning a dependant.

A dependant is a spouse, partner, parent, child or any other person who lives in the same household as the employee but is not a lodger, employee or boarder, or any other person who relies on the employee for care, e.g. an elderly neighbour.

Examples of when an employee may take time off in an emergency include a dependant being taken suddenly ill, a dependant dying or existing arrangements for the care of a dependant being unexpectedly disrupted.

Members of staff should note that in order to take time off work to care for a dependant, the situation must be unforeseen.

A reasonable amount of time off work can be taken under this category of leave, of an amount sufficient for the employee to deal with the emergency (e.g. to arrange for care for the dependant – normally not more than one or two days N.B one day paid leave only). Time off for dependants cannot be used to provide long-term care.

A member of staff who needs to take time off for dependants should inform their Headteacher as soon as is reasonably practicable of the reason for their absence and how long they expect to be away from work.

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1.5 Time Off for Medical or Dental Appointments

The Trust reserves the right not to pay a member of staff for time off for routine medical or dental appointments.

It is expected that all routine (non-emergency) medical, dental or ophthalmic checks will be scheduled either after normal academy hours or during the academy's holidays. This also applies as far as possible to elective minor surgery. It is recognised, however that this is not always possible.

If it is not possible for a member of staff to arrange an appointment outside of working hours, the member of staff should endeavour to arrange for the appointment at a time that will cause the least disruption to his or her work, for example at the beginning or end of the working day, or on a day of the week when the workload tends to be quiet.

Any member of staff who wishes to take time off to attend a medical, dental or other similar appointment must notify the Headteacher as soon as possible and obtain approval for the time off work. The Headteacher may ask the member of staff to produce an appointment card.

The Headteacher reserves the right to ask the member of staff to reschedule a routine appointment if its timing would cause disruption to the running of the academy.

1.6 Special Leave Without Pay for a Period or Periods In Excess of Two Months

This leave would be at the discretion of the Headteacher

To undertake full-time courses of study / training.

These should be related to the individual's current and future employment with the Trust and should be for the duration of the specific course with appropriate allowances for assessments, etc., if appropriate

To care for relatives who are seriously ill/terminally ill.

These can only be related to individual circumstances having particular regard to the difficulties being experienced by the employee involved.

For extended visits to members of the employee's family living outside the country, or for religious purposes.

These should normally be for a maximum period of three months unless there are particularly exceptional circumstances

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APPLICATION FOR SPECIAL LEAVE – TO BE PASSED TO HEAD TEACHER

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|--|---|--------------------------------|--|
| YOUR NAME | | | |
| YOUR ACADEMY | | | |
| DATES OF ABSENCE | | | |
| I will be absent from work / I have been absent from work (delete as appropriate) for the following dates: (Continue overleaf if necessary) | | | |
| Date From | Date To | Number of days or hours | |
| | | | |
| | | | |
| | | | |
| PLEASE IDENTIFY THE TYPE OF SPECIAL LEAVE YOU ARE APPLYING FOR BY TICKING THE APPROPRIATE SECTION | | | |
| Removal (one day in any one year) | | | |
| Graduation | | | |
| Wedding of a close relative | | | |
| To fulfil caring responsibilities | | | |
| On compassionate grounds | | | |
| REASON FOR ABSENCE – PLEASE GIVE DETAILS OF THE REASONS FOR YOUR REQUEST, CONTINUING ON A SEPARATE SHEET IF NECESSARY. | | | |
| | | | |
| SIGNED | | DATE | |
| AUTHORISATION | | | |
| REQUEST AUTHORISED (tick as appropriate) | <input type="checkbox"/> YES – PAID LEAVE <input type="checkbox"/> YES – UNPAID LEAVE <input type="checkbox"/> NO | | |
| REASON, IF NOT AUTHORISED – TO BE COMPLETED BY HEADTEACHER | | | |
| | | | |
| SIGNED | | DATE | |