



## **Ravensbury Community School**

### **Guidance Note – request for leave – Revised January 2017**

Staff from time to time may request leave for various reasons. This guidance note follows advice from HR to Headteachers.

This is the guidance which will be used at Ravensbury Community School with the effect from January 2017.

#### **General Principles**

Employees requesting leave should provide documentary evidence (e.g. appointment cards) where necessary.

Employees should seek to arrange medical appointments (hospital, dental, etc) outside the normal working day wherever possible.

All requests for leave of absence must be at the earliest opportunity and in writing. Absences for emergency reasons made by telephone must be followed up in writing immediately after the event. Requests must be made to the Headteacher. Requests for leave by the Headteacher must be made to the Chair of Governors.

The Headteacher has the discretion to allow leave for other good or urgent reasons not covered by the sections below.

#### **Illness of a child or dependent**

Up to 3 days' paid leave in any one year. In exceptional circumstances the Headteacher may consider extending this having taken into account the individual circumstances. This is to be used as emergency leave only and does not include pre-arranged appointments.

#### **Ante-Natal Care**

Any pregnant employee has the right to paid time off to attend for ante-natal care made on the advice of a registered medical practitioner, registered midwife or registered health visitor. Except in the case of her first appointment the employee must provide a certificate showing that an appointment has been made.

#### **Paternity Leave**

With effect from April 2003, under the terms of the Employment Act 2002, employees have a right to statutory Paternity Leave. Separate policy documents cover this issue for both teaching and support staff as different contractual entitlements apply.

N.B Where a teacher chooses not to take statutory paternity leave, up to 3 days paid leave of absence may be granted instead.

### **Medical Appointments**

Wherever possible employees should arrange medical appointments outside of the normal working day as this is not a statutory right. Paid leave will normally be granted where this is not possible but you may be asked to make up the time up. The employee must be willing to produce evidence that an appointment has been made.

### **Death of a Close Relative**

Up to 4 days' paid leave inclusive of 1 day for the funeral.

### **Death of a Close friend**

Up to 2 days' paid leave to attend the funeral.

### **Religious Observance**

During the school year a maximum of 3 days' paid leave to observe the days of obligation of their main religious festivals e.g. Eid, Diwali, and Passover.

### **Weddings**

Leave of absence for attending a wedding of either the employee or a close friend or relative will rarely be granted. The Governors will consider the individual circumstances including the impact on the school organisation and the cover arrangements. Where such leave is granted will be unpaid.

### **Holiday in term time**

For teachers and term-time-only staff, leave of absence for holidays in term time will not normally be granted. Only in every exceptional circumstance will such leave be granted and this will be unpaid. For all year round support staff, the normal expectation is that leave will be taken during school holidays. The Governors will sympathetically consider requests due to special circumstances where flexibility is in the best interests of the school. However the Governors will need to consider the individual circumstances including cover arrangements.

### **House Removal**

Where the removal cannot be on any other day than a working day, one day's paid leave is recommended. It is to cover the day of the move only and is not an allowance that can be taken in lieu.

### **Urgent Family Business – not relating to dependants (e.g. – House burglary, etc)**

This is intended to cover emergencies or major incidents, which cannot be dealt with on any other day than a working day. The period of leave granted will normally be 1 day's paid leave.

### **Transport Failure or Car Breakdown**

It must be acknowledged that schools do not place restrictions on where staff live and the responsibility for arriving at work lies with the member of staff.

If there is a major disruption to the public transport system because of a strike or bad weather those staff who use this means of transport and cannot make alternative transport arrangements will be treated sympathetically.

If a member of staff's car breaks down and they make every effort to come in to work as soon as possible by other means they too should be treated sympathetically.

#### **Higher Education Award Ceremony and similar Ceremonies**

The award ceremony must be for the employee or a member of his/her immediate family. 1 day's paid leave for the ceremony may be considered. The Headteacher will consider the individual circumstances including the impact on the school organisation and the cover arrangements.

#### **Study Related Education Qualifications**

1 days paid leave per examination with up to 10 days unpaid leave. This leave should be taken immediately before the examination.

#### **Job Interview**

1 days paid leave for the interview, subject to a reasonable total within any one term. The Headteacher's permission must be sought beforehand.

#### **Visits to New School**

1 days paid leave for teachers going to work in another school to allow them to visit the new school. The Headteacher's permission must be sought beforehand.

#### **Sports and Cultural Representation**

Up to a maximum of 3 days paid leave in any one school year. Usually only agreed if participating in national or international events. The Governors will need to consider the individual circumstances including the impact of the school organisation and the cover arrangements.