

# William Parker Sports College



## Leave of Absence for Staff

The policy for any absence type other than sickness,  
applicable to all staff

### Key points

- In accordance with national and local conditions of service staff may take paid leave of absence
- Other leave of absence, including unpaid leave, may be granted at the headteachers discretion and are included in the guidance

### 1. When should paid leave be granted?

1.1 Under National and Local Conditions of Service paid leave of absences may be taken by staff for the following reasons:

- For serious illness or death of relative or close friend up to three days;
- For a staff member whose spouse is ill and who has a child under school age up to three days in any one year;
- Caring for a member of his/her family who is ill up to three days in any one year;
- To serve on a jury (net cost of cover met by LA);

- To attend court proceedings (cost of cover met by LA);
- To attend for emergency or unavoidable hospital appointments, medical examinations or treatment;
- To attend interviews for other posts;
- To move house - one day;
- To attend Territorial and Army Volunteer Reserve Training where this cannot be arranged in College holidays up to two weeks a year;
- To study before taking degree level examinations two days before each set of examinations contributing to the degree or equivalent;
- To sit academic examinations;
- To serve as a member of a public body (e.g. Local Authority, Area or Regional Health Authority, an Advisory Council, etc), as a Justice of the Peace or otherwise in a public capacity up to eighteen days during any one year. Under normal circumstances, where such leave is to be requested, the staff member should give at least ten days' notice to the headteacher. (Cost of cover met by Local Authority).
- To attend the teacher's own graduation ceremony where this cannot be arranged outside school sessions.

## **1.2 What other types of paid leave could be granted?**

### **1.2.1 Public Examination or Moderation Work**

Teachers requiring leave of absence to examine or moderate for an examination board, or to attend panels or committees of an examination board, must obtain the consent of their headteacher. The cost of cover arising from such absence will be met wither by the board or by the College. Paid leave is allowed as follows:-

- Chief examiners and chief moderators not more than ten working days in any one-year;

- Assistant examiners and assistant moderators not more than five working days in any one-year;
- Staff who are members of regional panels or committees - not more than five working days in any one-year.

These periods of leave are to be regarded as a maximum and not as a general entitlement.

### **1.2.2 Recognised Associations or Trade Union Business**

Paid leave of absence will be granted to accredited representatives of recognised associations or trade unions to the extent reasonably required for the staff representative's functions as defined in the relevant agreement. Staff representatives should request leave of absence of the headteacher (cost of cover met by the authority).

### **1.2.2 Candidates in a Parliamentary Election**

Candidates will normally be allowed up to a maximum of three weeks' paid leave, the last day of which will be Polling Day. Candidates for local government elections will normally be allowed paid leave on the day of the poll (cost of cover met by the authority).

Staff requesting paid or unpaid leave of absence for reasons not covered in these regulations, or in excess of the amount specified, must apply to the headteacher.

The above regulations apply to all staff, including headteachers, except that in the case of headteachers, application should be made to the Chair of Governors for leave of absence in accordance with these regulations.

## **1.3 When could unpaid leave be granted?**

- 1.3.1 As a result of the Maternity and Parental Leave Regulations 1999, all categories of employees have new statutory rights in respect of Parental Leave and Dependant Care. Parental Leave is a new right to take up to 13 weeks unpaid leave over a specific period of time in order to look after a child or make arrangements for the child's welfare. Parental Leave is applicable to all employees (mothers and fathers) with a minimum of one year's service and it applies to each child born/adopted on or after 15/12/1994.

The leave can be taken in blocks or multiples of one week up to a maximum of 4 weeks in any one year for each child.

1.3.2 Within the Employment Relations Act 1999 is a new right to "time off work for dependants". From 15th December 1999, all staff have the right to take a reasonable period of unpaid time off work in order to deal with an emergency involving a dependant.

1.3.3 The headteacher may also grant for important and/or urgent personal reasons up to three days unpaid leave for staff in any one year. The headteacher must be satisfied that it is not possible for the staff member to use a College holiday period or after College hours for the purpose. For example, it would not be appropriate to grant leave under this heading in order to extend a holiday period for the purpose of gaining travel concessions or for the convenience of other vocational arrangements.

#### **1.4 When could adoption leave be granted?**

Please refer to Maternity Guidelines, or see the Human Resources Manager for further information.

#### **1.5 Are staff entitled to leave for IVF treatment?**

This will be at the discretion of the headteacher and will depend on the particular circumstances of the case and the needs of the College at the time the request is made.

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| Date last reviewed | January 2010<br>G Knight |
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