Beal Academy Trust
A COMPELLING VISION FOR SUCCESS

Employee Leave Guidelines

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1. Introduction

This policy has been developed in recognition that everyone's needs and circumstances are different, thus leave of absence requests will be considered independently and will be treated sensitively, flexibly and confidentially.

The decision to grant or decline a leave of absence request will in the first instance be assessed by one's Performance Manager/Cover, but overall responsibility lies with the Headteacher/CEO. The decision is based upon individual circumstances and the Trust's/business needs, including budgetary constraints. This does not mean that leave granted for a reason in one School/Academy will automatically be granted in another, or that leave granted for one individual will be granted for another individual in the same School/Academy. If the request is refused then an explanation will be provided to the individual.

This policy is not exhaustive but provides guidance to schools on how to deal with requests for leave of absence.

2. Leave Requests

The leave of provision applies to all full time employees, fixed term employees and part time employees on a pro rata basis unless otherwise stated. A leave of absence form (appendix 1) for all staff must be completed, as determined by the individual School's procedure.. Please note that where employees work part time, "days" may be counted as "hours" if this is more appropriate.

3. Compassionate Leave

The Trust recognises changes in today's lifestyle and therefore rather than being prescriptive on the situations under which compassionate leave is granted the Trust will assess each case individually and consideration will be made on the following factors:

- The seriousness of the situation
- The nature and extent of the circumstances e.g. illness
- The age of the 'person' and the employee's responsibility for the 'person'
- The extent to which the 'person' can cope independently
- The relationship between the 'person' and the employee
- Business need and service requirements

Family Bereavement - In the event of the death of a member of the close family (spouse, partner, child, parent, in laws, siblings (including adopted or fostered family members) the Headteacher/CEO may grant up to 5 paid working days leave.

Major Recoverable or Terminal Illness - In the event of major recoverable illness or terminal illness of a member of the close family (spouse, partner, child, parent, in laws, siblings (including adopted or fostered family members), the Headteacher/CEO may grant up to 10 paid working days leave per academic year. This may be subject to suitable medical evidence.

In exceptional instances additional leave may be considered.

4. Time off For Dependents

A dependent could be a spouse, partner, child parent, or someone who depends on you for care.

The right is to a reasonable amount of time off, normally a day or two to deal with **unforeseen** matters and **emergencies**.

5. Jury Service

5.1 Court Summons

Employees being called upon for jury service must contact HR at the earliest opportunity to discuss. Jury service normally lasts for 10 working days, but may be longer. The employee must provide a copy of the court summons and Certificate of Loss of Earnings form and any other relevant documentation.

5.2 Payment

The employee will continue to be paid while on jury service at the normal rate of pay subject to the deduction of any monies received from the court in respect of loss of earnings. The employee will receive, with his/her jury summons, a Certificate of Loss of Earnings and will be required to submit to HM Courts and Tribunals Service to receive reimbursement, up to a limit, for loss of earning. The employee will be paid as normal until his/her reimbursement has been processed, whereupon the employee is obliged to present the receipt for the reimbursement. The employer will then make the appropriate deduction from the employee's pay.

5.3 Excusal or Deferral

Where it is considered that an employee's absence on jury service could cause substantial impact on the service/business the employee will be asked to make an application for excusal or deferral, as appropriate. The employee should not submit an application for excusal or deferral before the a letter has been provided by the Headteacher/CEO to support the application.

The Manager/Cover should be given as much notice as possible of the dates on which the service will take place. Employees are expected to return to duty for full days or, where reasonably practicable, part days, if they are not required to attend at court.

Employees that attend Court part days are required to notify HR of their attendance to School. Please note that the 'Certificate of Loss of Earnings' issued by the Court will confirm to the School part days and/early release of duty.

Employees who fail to make a claim for loss of earnings or do not notify HR of the amount they have received from the Court, will have an amount equal to the maximum receivable for the period of their attendance, deducted from their pay.

6. Medical Appointments

Appointments should be made in an employee's own time and outside working hours. Time off with pay to attend doctors, dentists, and opticians for non-urgent or routine visits will only be granted if such appointments cannot reasonably be arranged outside working hours. In these circumstances appointments should be arranged to minimise the impact i.e. during a free period, at the beginning or end of the working day, or during lunch breaks.

The Headteacher/CEO may grant up to three paid appointments per academic year for all non-urgent or routine medical appointments.

It is recognised that there may be occasions to attend medical appointments during working hours, such as to support the recovery from ill health, to receive a treatment programme for an on-going condition or disability, to undergo screening, or to seek emergency medical treatment. In such cases, advanced discussions between the employee and Performance Manager/Cover should occur to be able to plan for foreseen absences and arrange cover, if necessary.

7. Religious Observance

Employees who have particular religious or cultural needs which may conflict with their normal working arrangements will be allowed to request one day's paid leave, per academic year. Working arrangements will be adapted to enable such needs to be met where reasonably practicable.

8. Time off to attend Interviews / Induction days

The Headteacher/CEO may grant up to three days paid leave to attend interviews/induction days per academic year.

9. Governing Body Duties

The Trust recognises that employees working in schools may also be governors at other schools and so reasonable time off will be granted to carry out such duties. The Headteacher/CEO will grant up to two days paid leave per academic year

10. Study / Examination Leave

Employees studying for recognised qualifications may at the discretion of the Headteacher/CEO, be granted paid leave to prepare for examinations, which form part of the qualification. Such leave is granted on the basis of half a day per subject or paper, up to a maximum total of 3 days per academic year. This is in addition to the paid leave granted to sit the examination.

11. Trade Union Activities

Employees who are Trade Union officials are entitled to reasonable time off with pay to attend Trade Union training courses and to undertake certain trade union duties.

Employees who are members of a Trade Union are entitled to reasonable time off without pay in connection with Trade Union activities.

Any time off, paid or unpaid, is at the discretion of the Headteacher/CEO. Requests for time off should provide as much notice as possible and give sufficient details of the purpose, location and timing.

12. Sabbatical / Career Break Leave

[Refer to the Sabbatical Leave Guidelines]

There is no general statutory right to leave without pay, except to deal with an initial emergency relating to a dependant under the Employment Rights Act 1996. However the Trust recognises that at times employees may need to request extended unpaid leave for a variety of reasons such as:

- To care for a dependent family member, close relative or partner in situations of sudden illness
- Bereavement or other family emergency
- Sabbatical request
- Study/ vocational request
- Secondments, typically within a career development programme but also as a community support activity

The Headteacher/CEO may grant up to one year's unpaid special leave although it is expected that absences of such length will be exceptional.

13. Provision of Long Service Leave (LSL) and Annual Leave (Support Staff)

The Leave Year runs from 1 April to 31 March.
Contractual changes during the year will be reflected in leave entitlement.

Annual Leave

This is only applicable to employees contracted 52.14 weeks.

Long Service Leave

- LSL may be calculated in hours and is awarded to employees that complete five years' service (pro rata for part time and term time employees).
- A maximum of three days can be taken continuously.
- LSL will be supported in the first instance by the Performance Manager/Cover and may not be granted if this will have a negative effect on any aspect of the service even outside the immediate team.
- Employees have the choice to exchange their LSL entitlement for payment, which will be paid at the end of the year. A request must be made in writing.
- A carry forward of up to one day may be granted and must be used within the first three months of the new leave year.

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Leave of Absence: Request Form

- **Use this form for planned absence**
- **A letter of application will need to be attached for requests for unpaid leave**
- **For planned absences, 1 weeks' notice is required .**
- **It is your responsibility to arrange cover for your duties**
- **PROCESS: SUPPORT STAFF 1) Employee 2) Line manager 3) HR 4) CEO**
  TEACHING STAFF 1) Employee 2) Shapna Begum 3) Shelly Jackson 3) HR 4) CEO

DETAILS	**NAME**		**DEPT. Cover**	**DATE SUBMITTED**
TYPE OF LEAVE	Medical/Dental	Hospital	Child/elderly dependent	
	Compassionate Leave	Religious Observance	Other (please explain)	
REASON FOR ABSENCE				
DATES OF ABSENCE	**From (Date & Time)**	**To (Date & Time)**	**No. of days/hours**	
MORE INFO	SUPPORTING DOCS ATTACHED **YES ☐ NO ☐**		PLANNED **YES ☐/ NO ☐**	

COVER /LINE MANAGER COMMENTS & SIGNATURE	Does the dept. support? **YES ☐ NO ☐**

FOR HR USE ONLY

IN POLICY	**YES ☐ NO ☐**	**PAID**	**YES ☐ NO ☐ CEO ☐**
ENTITLEMENT		**REMAINING ENTITLEMENT**	
COMMENTS			

CEO APPROVAL	
SIGNED	

PLEASE RETURN to HR Office OR email HR@Bealhighschool.co.uk

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Employee Leave Guidelines

**Entitlement is calculated per Academic Year and days are pro rota for part time employees.*

Type of Leave	Amount of Permitted Time off	Paid	Notes
Family Bereavement	Up to 5 days (pro rata)	✓	
Major Recoverable or Terminal Illness	Up to 10 days	✓	
Time off for Dependents	Up to 2 days	Not Statutory	CEO discretion
Funeral Attendance non family member	1 day	Not Statutory	CEO discretion
Other Circumstances/Urgent Domestic cases warranting sympathetic consideration	Up to 3 days	Not Statutory	CEO discretion
Jury Service		✓	Loss of Earning must be made to the Court and issued to HR for pay
Medical Appointments	Up to 3 days	Not Statutory	CEO discretion Supporting documentation required
Religious Observance	1 day	Not Statutory	CEO discretion
Time off to Attend Interviews/Induction days	Up to 3 days	Not Statutory	CEO discretion
Governing Body Duties	Up to 2 days	✓	Supporting Documentation required
Study/Examination Leave	Up to 3 days	✓	Recognised qualifications / specific to job specific
Trade Union Activities	Reasonable time off	Not Statutory	Supporting Documentation required