

ADDITIONAL LEAVE POLICY

Approved by: Governing Board **Date:** March 2024

Next review due by: March 2027

This policy applies to employees of the School only unless otherwise indicated below. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The School reserves the right to amend this policy at any time.

This Policy should be read in conjunction with the School's Sickness and Maternity Policies.

There are two separate issues involved in the granting of additional leave: whether or not it should be permitted and, if it is, whether or not salary should be paid. It is the responsibility of a Headteacher to make decisions regarding leave, and whether the leave should be paid. Every effort must be made to ensure that fairness and equity is applied when making such decisions.

This policy does not contain an exhaustive list of reasons as to why additional leave may be requested by employees. However, leave for a reason not listed below may also be granted at the absolute discretion of a Headteacher. All decisions must be based on an objective approach, applied consistently and a record kept of the reasons on which each decision is based.

Parayhouse School recognises and values the contribution of each member of staff to the education of the children in the school.

Frequent absences among staff pose a serious problem for our School in terms of disruption to teaching programmes, students' learning and other areas of the School's work, as well as adding to the pressures on colleagues.

The governing body is committed to managing attendance so that any disruption to the students' education or the effective running of the school is minimised. Equally, it recognises that during the course of employment, colleagues will occasionally be absent from work through ill health, maternity and other authorised circumstances. Please refer to the school's policy for sickness absence for information related to this type of leave. This policy refers to additional leave such as dependency and other authorised circumstances.

Employees seeking any additional paid or unpaid leave should submit their requests for time off (and the reasons for the request) via email to the Headteacher and School Business Manager, providing reasonable notice of the request (please see policy below for specific requirements).

Where an employee works part-time hours it may be possible in agreement with the Headteachers to swap working days in order to accommodate absences.

Absence of any member of staff contracted to work during school term time means some impact on the children's education. Therefore, requests from any member of staff for absence to be taken during term time must be regarded by all as the exception.

Part-time staff will have their entitlement for leave from work under this Policy reduced in proportion to the percentage of time they are contracted to work.

Any paid absence above and beyond this is at the discretion of the Headteachers.

Bereavement and Compassionate leave:

Bereavement leave is designed to help you cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

Compassionate leave is designed to help you where you need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill. However, the term compassionate leave can be used by the Headteachers in the event of another personal issue, which has serious emotional or physical impact.

For the purposes of this policy, close relatives are considered to be a spouse, civil partner or partner, child, stepchild, grandchild, parent, stepparent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister or brother or sister-in-law.

Staff who are in a probationary period when the absence occurs will not receive payment for such absence.

You may be granted up to 5 days paid compassionate and/or bereavement leave **in any school academic year**. Any required leave above and beyond this will be at the discretion of the School after careful and sympathetic consideration has been given to the circumstances of the case.

The School may exercise its discretion to grant paid bereavement or compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case.

If you are unable to return to work following a period of bereavement or compassionate leave you should contact a Headteacher. It may be appropriate to take a period of sickness absence or unpaid leave in those circumstances.

The School recognises that it may not always be possible to request bereavement or compassionate leave in advance. However, where possible you should make a request to a Headteacher in writing giving the reasons for your request and the number of days' leave you would like to take. Where it is not possible to request leave in advance you should contact a Headteacher as soon as possible.

In exceptional circumstances the School may refuse a request for compassionate or bereavement leave.

Parental Bereavement Leave and Pay:

Following the death of a child the school will offer a parent 4 weeks paid leave inclusive of the statutory Bereavement Leave outlined below. Any subsequent leave requested will require discussion with and be at the discretion of the Headteachers.

Parental Bereavement Leave came into effect on 6th April 2020. It applies to employees of the School only and applies irrespective of how long you have worked at the School.

If eligible, you will be entitled to take a minimum of two weeks' Parental Bereavement Leave if you lose a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy.

You will be able to take the leave in either a single block of two weeks, or in two separate blocks of one week each taken within or after 56 weeks beginning with the child's death. This means you can match your leave to the times you need it most (for example, in the early days or over the first anniversary).

In addition to this leave entitlement, qualifying parents with at least 26 weeks' continuous service with the School and with weekly average earnings over the lower earnings limit, will also be entitled to Statutory Parental Bereavement Pay (SPBP). This SPBP will be paid at the statutory rate set by the Government, or 90% of your average weekly earnings where this is lower.

Dental and medical appointments:

Routine dental and medical appointments are not subject to the rules governing sickness absence. Where possible, such appointments should be arranged outside an employee's normal working hours or at the very beginning or very end of the working day to minimise disruption.

During working hours-emergency appointments or pre-planned hospital appointments will normally be paid absence (paperwork to be provided). Routine (non-emergency) dental appointments or GP appointments will be typically unpaid unless they equate to less than 1hr absence. These should be kept to a minimum and cause as little disruption as possible. Any time off for routine appointments will be considered unauthorised, unless it is taken with prior written authorisation from the School, which is at a Headteacher's discretion. A Headteacher will keep a record of such appointments for absence monitoring purposes.

Time off to receive ante-natal care:

Pregnant employees are entitled to take reasonable time off with pay during working hours to receive ante-natal care. The School will require an employee who wishes to take time off for this

purpose to provide medical certification of their pregnancy and an appointment card (with the exception of the first appointment).

The right to time off for ante-natal care also applies to agency workers with at least 12 weeks' continuous service in the same role and adopters. There is also a separate right for certain other eligible employees to accompany a woman to certain antenatal appointments.

Employees should refer to the School's Maternity and Paternity Leave Policy for additional guidance on leave for ante-natal care.

Maternity/Paternity/Adoption Leave:

Employees should refer to the School's Maternity, Paternity and Adoption Leave Policy for guidance on these types of leave

Dependency Leave:

All employees have the right to take a reasonable period of time off during working hours to deal with an emergency involving a dependant.

Dependency leave relates only to emergency situations and should be used to make alternative care arrangements. It does not apply to situations known in advance or those that do not constitute an emergency and employees may need to request childcare leave or unpaid leave in those circumstances.

A dependant is defined as a spouse, partner, civil partner, child or parent; someone who lives with the employee as part of his/her family, i.e. not someone who lives in the house as an employee, tenant, lodger or boarder. In the case of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee to provide care and assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

Employees may take a maximum of 5 paid days dependency leave in any school academic year. Additional dependency leave will be considered at a Headteacher's discretion on an individual basis following careful consideration of the circumstances.

Time off for any other emergencies

Please note that any other emergency time off, apart from those listed above, will be at

the discretion of a Headteacher as to whether this will be paid or unpaid.

Parental Leave:

Eligible employees are entitled to statutory unpaid parental leave in relation to a child under the age of 18 that they have or expect to have parental responsibility for. The right applies in respect of each child and should ordinarily be taken in blocks of one week. A maximum of four weeks of parental leave can be taken in any one year. Where leave is being taken in respect of a disabled child, parental leave may be taken in multiples of one day.

Shared Parental Leave:

Shared Parental Leave (SPL) provides eligible spouses, civil partners, partners, adopters and surrogate parents (who will be applying for a parental order and who meet the eligibility criteria) more flexibility in how to share the care of their child in the first year after their child is born or placed with them for adoption.

The option to 'opt in' to SPL applies to parents who meet the eligibility criteria. In birth cases, SPL allows parents to take up to 52 weeks leave in total on the birth of a child, less two weeks' compulsory maternity leave.

In adoption cases, SPL allows adopters to take up to 50 weeks of the adoption leave entitlement. There is no autonomous right to SPL; this right will only arise if the mother or primary adopter chooses to curtail their statutory maternity or adoption leave and share the remaining entitlement.

Jury Service:

If an employee is required to attend court for jury service, they should notify a Headteacher of the date and estimated length of absence immediately on receipt of the jury summons.

The amount of time off will be granted subject to provision of appropriate evidence in the form of the original jury summons.

Employees are reminded that they can submit a claim to the court for travelling and food expenses and for loss of earnings. The court will supply the employee with a form, which they should ask the School Business Manager to complete for them giving details of their rate of pay. Once complete, employees should take this form to the court with them on their first day of Jury Service.

On the first day of return after Jury Service, the employee should give the School Business Manager details of all the days or half days they were actually in court.

Public Duties:

If an employee requires time off to perform a public duty, for example, as a member of a local authority or governing body of an educational establishment, the reserve armed forces or as a retained fire fighter, any period of paid or unpaid time off granted will be at the School's absolute discretion and subject to provision of appropriate evidence.

Time off in redundancy situations:

Employees under notice of termination by reason of redundancy and who will have at least two years' service on the date that the notice expires are entitled to a reasonable amount of paid time off to look for other work or to make arrangements for re-training.

Time off to attend interviews:

Where an employee is not under notice of termination by reason of redundancy the School may permit up to **1 day of unpaid leave to attend interviews**. However, any time off to attend interviews must be approved in writing by a Headteacher and is granted at a Headteacher's absolute discretion, bearing in mind the operational requirements of the School. If you wish to take time off to attend an interview you must contact a Headteacher in writing, giving as much notice as possible of the interview to ensure that any necessary cover can be arranged should the leave be granted by a Headteacher.

Religious festivals and Observance:

Employees who have particular religious or cultural needs which conflict with normal working arrangements may be allowed to take unpaid leave, subject to service needs, or working arrangements may be adapted to enable such needs to be met where reasonably practicable. Staff wishing to take leave in accordance with their religious beliefs should submit a written request to a Headteacher in advance of the time off requested, giving as much notice as possible and not less than 5 days' notice.

Holidays during term time:

Leave for the purpose of taking holidays in term time will not usually be granted. It is expected that all holidays will be arranged outside of term time except in exceptional circumstances. In those exceptional circumstances, if leave for this purpose is granted, it will be unpaid. Any requests for such leave should be made to a Headteacher in writing as soon as is possible and no later than a half term before the holiday is due to take place.

Moving house:

The School would expect employees to make all possible attempts to arrange to move house on a weekend or during school closure periods except in exceptional circumstances. In those

exceptional circumstances the School will permit 1 paid day in any 12-month period for the purpose of moving house. Any requests for such leave should be made to a Headteacher in writing as soon as is possible and no later than 10 days before the day of leave is required.

Time off in term time for events of close relatives:

The School appreciates that there may be exceptional events involving a close relative that may fall during term time, for example a wedding, graduation or passing out parade for military service.

For the purposes of this section of the policy a 'close relative' is defined as husband, wife or partner, sibling, parent or child.

Leave for any exceptional/one off events may be granted at the absolute discretion of a Headteacher, bearing in mind the operational requirements of the School at the time of the period of leave. If the leave request for this purpose is granted, it will be unpaid. Any requests for such leave should be made to a Headteacher in writing as soon as is possible and no later than a half term before the day of leave is requested.