Barking & Dagenham

Schools Leave of Absence Policy

School Name	John Perry Primary School
Date of Adoption:	September 2024
Chair of Governors Signature:	
Head Teacher Signature:	

The Schools HR Advisory Service will automatically update this Policy/Procedure to comply with any changes to legislation or ACAS guidance, to make corrections or increase the understanding and notify schools of the amendments.

This Policy should not be amended by a School, with the exception of entering details above. Any changes will invalidate the policy.

These leave arrangements are recommended to Governing Bodies for adoption.

Please note that Governing bodies have the option to consider exercising the discretion to provide additional entitlements.

Any review or changes to existing School Policies and/or practice need to be the subject of consultation with staff and the recognised Trade Unions with the aim of seeking agreement.

This is the updated entitlement to leave of absence arrangements in Barking and Dagenham Schools, consulted locally with the recognised Trade Unions, Professional Associations and the Local Authority. It is intended to indicate minimum reasonable arrangements and highlight statutory entitlements. The guidance recognises the position of staff in schools whose contracts do not allow them to take annual leave in term time.

Managers may approve up to a total of 3 days or 21 hours absence* (pro-rata for part–time employees) in any rolling 12-month period (except where stated in the table below).

Please note that this is the maximum combined entitlement for any employee, not a separate entitlement for each category.

Please see the following as an example: an employee requests 1 day for emergency time off for dependents, 1 day for leave to accompany a partner to the hospital and 1 day for a funeral of a relative (where they are not making the arrangements). This is the maximum they can have in a rolling 12-month period; however, they could also have for instance an additional up to 5 days paid time off for medical appointments.

Any requests for absence in excess of the above e.g., to deal with the bereavement of more than one close family member during the rolling 12-month period, must be agreed by the Head Teacher/Governing body who will take into consideration:

- How much time is needed
- Any precedents within the service
- The effect on service delivery and work colleagues
- The employee's overall attendance record

Community and Voluntary-Controlled Schools using Human Resource providers other than the Local Authority recognised service provision must ensure that the Local Authority is notified in line with this Policy. Said provider must adhere to the agreed Policy, when providing support.

Where a School does not buy into the Schools HR Advisory Service (LBBD) charges are likely to apply.

Bereavement	
Bereavement leave for close family members. (This may be used for grieving and/or arranging the funeral or to attend if being held abroad)	Up to 10 days paid leave in the case of serious/sudden illness or death of a close family members. *This includes child, husband, wife, civil partner, co-habiting partner, parent, brother/sister or another close family relative, and someone who has an in loco parentis relationship with the member of staff.*
Bereavement leave for the death/loss of a child under the age of 18, or a stillbirth from 24 weeks of pregnancy Note: Employees may still qualify for Maternity Leave, if their baby: • is born early • is stillborn after the start of the 24th week of pregnancy • dies after being born	2 weeks (70 hours, pro-rata for part-time employees) Additional to time off to arrange and attend funeral above. For the bereaved parent i.e., mother, father, husband, civil partner or co-habiting partner, who must have been employed continuously by the school for at least 26 weeks prior to the "relevant week" i.e., the week immediately before the one in which the child dies. Leave must be taken within 56 weeks of the child's death or still birth (in a block of 1 or 2 weeks or as 2 separate blocks of 1 week) Up to 10 days (70 hours, pro-rata for part-time employees), where employee not entitled to statutory parental bereavement leave and pay
Bereavement leave for a miscarriage before the 24th week of pregnancy	Up to 5 days (35hours, pro-rata for part-time employees) For the mother and husband or partner

Funeral of colleague, relative or close friend.	1 day paid time off. (Up to three days where the member of staff is making the arrangements). Additional unpaid days may be granted depending on the location of the funeral, this is at the discretion of the Head Teacher.
Emergencies	
Emergency time off dependents	*Up to 1 day (7 hours) paid and 1 day (7 hours) unpaid as agreed with manager i.e., maximum 2 days or 14 hours absence * paid time-off will only be allowed on the working day on which the emergency occurs and any additional time needed i.e., into a second day, taken as unpaid absence *For **unforeseen** emergencies involving dependants only i.e., to provide assistance in an emergency e.g., where a dependant falls ill, unexpected incidents involving the employee's child' during school hours or to make emergency arrangements for the provision of care or support.* **To allow an employee to deal with the immediate problem (and to arrange alternative longer-term care where applicable) where the employee's presence or attendance is crucial to resolving the problem – paid time-off will only be allowed on the working day on which the emergency occurs and any additional time needed i.e., into a second day, taken as unpaid absence.* *This will also include supporting a family member who is transitioning.* *This does not apply for situations that employees know about beforehand e.g., to accompany a child to a hospital appointment.*

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Domestic Abuse	
Time-off for employees experiencing domestic abuse to seek support and advice and for those seeking help to change their abusive behaviour.	Up to 10 days (70 hours, pro-rata for part-time employees) Time-off, (including time out at the workplace where this may provide a safe haven for the employee) To access help and support etc., which may include having to: • make arrangements for accommodation/re-housing • make arrangements for their children's schooling • sort out financial arrangements • contacting Workplace Options (Employee Assistance Programme) • take legal advice and/or attend court proceedings • get counselling • contacting other agencies for support This includes time for employees seeking to change their abusive behaviours to seek help and support. Any additional time off in excess of 10 days (70 hours, prorata for part-time employees) will be special unpaid leave and at the discretion of the Head Teacher
Medical appointments	
General medical appointments (e.g., doctor, hospital, dentist, medical screening, fertility treatments, gender re-assignment, transition) and blood donations	Up to 5 appointments in any 12-month period paid time off, further appointments may be unpaid. Proof of appointments should be provided. Note: Employees are expected to arrange medical (dental, GP, hospital and opticians' appointments) in their own time. Where appointments can only be arranged during normal working hours, they must make up the hours or take these as sickness absence. Each case will be considered on its merits – Head Teachers have the right to treat this as sickness absence and refer to the sickness absence management policy.

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Leave to accompany a near relative/partner/close friend to doctor/hospital	1 day paid time off (only where there is a need for the patient to be accompanied and no-one else could reasonably be expected to accompany them)

Carers / Caring	
Carers Assessment (of adults over age 18)	Paid Up to 1 day (7 hours, pro-rata for part-time employees) per year for a local authority assessment of carers needs.
Care for Adult Dependent	Unpaid Up to 1 week (35 hours, pro-rata for part-time employees) per year to take a break from caring. For employees who have caring responsibility for a partner or, relative or another adult living at the same address. Paid Up to 3 days (21 hours, pro-rata for part-time employees) per year to care and look after the welfare of the adult for whom the employee has caring responsibility. This may include accompanying them to medical or other appointments. Employee must produce appointment card/letter
Caring–Serious, terminal or lifethreatening illness	Paid up to 1 week (35 hours, pro-rata for part-time employees) per year. Unpaid any additional time off in excess of 1 week (35 hours, pro-rata for part-time employees) above. Compassionate time off where the employee is the principal carer for a child, partner, close relative or other adult dependant. Examples of illnesses include cancer, heart or other conditions, organ transplants, strokes, or critical accidents. If required, employee must produce medical evidence stating the seriousness of the illness or accident.
Redundancy –Time-off to look for work, (including job interviews)	
Interviews	Paid time off (only for posts in local government or Education) Redundancy cases only i.e., to employees issued notice of the termination of employment due to redundancy and who will have 2 years' service at the termination date.

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Personal Time off	
Religious Festivals	3 days per year, minimum of 1 day paid. Time off for religious festivals/observances should be accommodated, wherever possible.
Moving house	1 day paid time off if it is not possible to arrange the move outside term time.
Significant Events	1 day unpaid time off for significant events which cannot take place in School holidays (e.g., weddings, graduation etc. of a near relative) Any additional time is to be granted at the discretion of the Head Teacher.
0.Jury Service	
Leave for Jury Service	Staff must give as much notice as possible. They will continue to be paid their salary as normal on the basis they repay any allowances for loss of earnings that can be claimed from Court
Public duties	
School Governor	Up to 10 days paid leave. This can be used to attend meetings or corporate training arranged by the Governor Services during normal working hours Any additional time off in excess of 10 days above, will be unpaid.
Member of a public body	Up to 10 days paid leave. This includes Member of a local authority, statutory tribunal, police authority, board of prison visitors or a prison visiting committee, relevant education body. Any additional time off in excess of 10 days above, will be unpaid.
Service in Non-Regular Forces	

Reserved Services and Cadet Force Adult Volunteers	Up to 2 weeks leave per year and any additional time off in excess of 2 weeks unpaid to attend annual training/camp courses. Up to 1 day (7 hours) to participate in the annual (Armed Forces) Reserves Day. Unpaid leave as required for active duty.
Career breaks / Sabbaticals	
Career breaks / Sabbaticals	Unpaid leave between a minimum 3 months up to a maximum 18 months. This must be approved by the Director (or their equivalent)
	Where agreed subject to the operational needs of the service, a career break may be considered to: • care for children or other dependents; • undertake further education or unpaid career development training; • take an extended holiday; • fulfil other outside commitments e.g., volunteering or community work; • when appointed on approved national training programme e.g., "Step Up to Social Work" Employees must have completed 2 years continuous service with the Authority at the time of applying Please see guidance on Career/sabbatical breaks.
Sick Leave and Pay	
Sick pay entitlement	**Teachers**: please see Burgundy book for further guidance **Support Staff:** please see Green book for further guidance
Trade Union Duties and Activities	

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Time-off for Trade Union duties	Paid Reasonable time as agreed with Head Teacher For trade union duties concerned with functions related to or connected with collective bargaining, including: • terms and conditions of employment • physical conditions in which workers required to work • matters of discipline/ termination or suspension of employment or the duties of employment • consultation related to the handling of collective redundancies and where the TUPE Regulations apply
Time-off for Trade Union activities	Unpaid Reasonable time as agreed with Head Teacher Trade Union activities include: • attending workplace meetings to discuss and vote on negotiations with the employer/meeting full time officers • voting in union elections • having access to a union learning representative • taking part in branch, area or regional union meetings Paid ½ day (3.5 hours) every other month for representative to attend stewards meetings.
	up to 3 hours for one AGM each year. limited time-off to attend trade union conferences (not travel). Time off for trade union activities is normally without pay but the Council will allow each trade union paid time-off to attend conferences (not travel time), as follows: i) National Conference: Up to two delegates* in addition to the Branch Convenor / Secretary appointed to the annual or bi-annual conference of recognised constituent trade unions of the National Joint Council. ii) Regional Conference: Up to two representatives or as agreed* to attend Regional Conferences where the subject under discussion is directly concerned with improving industrial relations between the trade union and the Council

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	Other Conferences: Requests to attend other trade union conferences may be considered by the Head Teacher after taking into account the amount of time-off previously granted*. * Details of the conferences must be agreed in advance with the Head Teacher and will be reviewed annually. Requests to attend conferences should be sent to the Head Teacher at least 6 weeks (where possible) before the relevant conference. Note: All attendance at conferences (by a Branch Convenor/Secretary and other representatives) must be recorded as these are trade union activities and published separately on the annual statutory return. Guidance on time-off for trade union duties and activities, (and the statutory duty to publish details of facility time). Guidance on time-off for trade union duties and activities (November 2018).pdf (sharepoint.com) Each case will be considered on its merits–Head Teacher should be supplied with the reason(s) for the time off and period of absence if requested so they can consider: • the reasonableness of the request • has sufficient notice being given • the amount of time requested • how this can be accommodated within the service

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Maternity/Paternity/Parental / Adoption Leave	
Maternity/Paternity/Parental Leave/Adoption Leave & Pay	The Local Authority has a separate guidance for teachers and support staff.
Ante-Natal Care – Pregnant Employees	Paid period of appointment employee must produce appointment card/letter –for pregnant employees only not their partners.
Ante-Natal Care - Accompanying	Unpaid up to 2 appointments to accompany an expectant mother to her ante-natal appointment. The employee must be either: i) the baby's father ii) the expectant mother's spouse, her civil partner, or partner (of either sex) in an enduring relationship iii) intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of that child. Employee must confirm in writing the date and time of the appointment; that they qualify for the unpaid time off through their relationship with the mother or child; and the time-off is for the purpose of attending an ante-natal appointment with the expectant mother on the advice of a registered medical practitioner, nurse or mid-wife.
Fostering	
For employees who are fostering for Barking and Dagenham only	Paid up to 1 day (7 hours, pro-rata for part-time employees) per year, during the employee's assessment for approval to becoming a foster parent. Paid up to 5 days (35 hours pro-rata for part-time employees) per year, when the employee is caring for a foster child (e.g., to attend meetings*in relation to their fostering role), or at the start of a planned permanent placement.* Employee must produce appointment card/letter. Unpaid any additional time off above in excess of the above.

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