

LONDON BOROUGH OF HAVERING

HES HR

**MODEL
PERSONAL LEAVE POLICY**

FOR ALL SCHOOLS

HES HR Model Personal Leave Policy

1.0 Purpose and Scope

- 1.1 The School is committed to supporting its employees and as such recognises that there are occasions when employees may need to request time off for work for domestic and personal reasons, or are required to be absent for essential civil and public duties. This policy sets out the circumstances and conditions in which such leave will be reasonably granted.
- 1.2 This policy applies to all employees employed by the School, unless otherwise stated. It does not apply to agency staff, consultants, casual workers and external secondees working for the School. However, this policy does not apply to term time working employees and those on teaching pay and conditions during school holidays.
- 1.3 Annual Leave, Maternity Leave, Adoption Leave, Paternity Leave, Ordinary Parental Leave, Shared Parental Leave and Sickness Absence are not covered by this policy.
- 1.4 The policy recognises and complies with statutory regulations together with national and local agreements and consequently the maximum leave entitlements in this policy reflects a working pattern of 5 days a week, 52 weeks a year. However, it is recognised that within the school there are many other variations of this and as such, to ensure equitable treatment, these entitlements are subject to pro-rata adjustment where appropriate.
- 1.5 The purpose of this policy is to set out what is required and the options available to the School in dealing with personal leave issues. For comprehensive guidance on how to effectively implement this policy the school should refer to the Personal Leave Toolkit.

2.0 Attendance at Award Ceremonies

- 2.1 A day's paid leave may be granted for an employee to attend a ceremony to personally receive a presentation of a recognised honour, award or decoration.

3.0 Carers/Dependents Leave

- 3.1 A maximum of 5 paid days may be granted in an academic year to all employees with responsibility for caring for dependents, which is unexpected to be taken no more than 1 or 2 days at a time.
- 3.2 A dependant is defined as someone who reasonably relies on the employee to make arrangements for provision of their personal care or as the only person who can help in an emergency.

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3.3 Employees are eligible to apply for this leave under the following circumstances:

- To provide assistance on an occasion when a dependent falls ill, gives birth or is injured or assaulted.
- To make arrangements for the provision of care for a dependent who is ill or injured.
- To deal with the unexpected disruption or termination of arrangements for the care of a dependent.
- To deal with an unexpected incident involving a child of the employee that occurs during term time of the child's school.

3.4 Carers/Dependents leave may not be taken for planned events.

3.5 Further unpaid leave may be granted at the discretion of the School with each case considered on its own individual merits and without creating any precedent for any future claims.

4.0 Compassionate Leave

4.1 Employees may be granted paid leave in the event of a death of an immediate relative as follows:

- Up to 5 days for an employee's spouse, civil partner, parent or child.
- Up to 4 days for a legal guardian, brother or sister.
- 1 day for a grandparent and any other relative where a close personal relationship existed.

4.2 Where there is no relationship as defined in 4.1, 1 day without pay may be granted at the discretion of the School.

4.3 If a funeral necessitates a single journey of over three and half hours, up to 2 additional days' paid leave may be granted for travel.

4.4 Where the employee is the sole executor of an immediate relative as defined in 4.1, up to an additional 5 days of unpaid leave may also be granted at the discretion of the School.

5.0 Court/Tribunal Attendance

5.1 For employees served with a witness summons or a subpoena requiring them to attend a court or a tribunal, the School will ensure that the employee's pay will remain unchanged by only deducting the amount that the employee can claim from the court as loss of earnings.

5.2 Employees attending as either a defendant or plaintiff or a defence witness giving evidence as a character witness will be granted time off without pay.

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6.0 Dental Appointments

- 6.1 It is expected that employees will attend dental appointments in their own time. Where there is an urgent requirement for dental work which necessitates treatment during working time then this will be recorded as sickness absence.
- 6.2 For any dental appointments during working time the employee will need to be able to provide the School with evidence to confirm this and in any event must obtain approval in advance of any appointment.
- 6.3 The School reserves the right to ask an employee to reschedule a non-urgent appointment if appropriate cover arrangements could not be put in place.

7.0 Domestic & Family Emergencies

- 7.1 In cases of an unexpected emergency that has occurred to the property the employee is living in, and requires an absence from work to resolve, time off without pay may be granted for this purpose.
- 7.2 In the event of a serious injury or illness of an immediate relative as defined in 4.1, time off without pay may be granted to allow the employee to accompany them to hospital for emergency treatment.

8.0 Election Candidates

8.1 Parliamentary Elections

- 8.1.1 Employees who are candidates in a parliamentary election may, at the School's discretion, be granted unpaid leave for any time from when the employee becomes a valid nominated candidate until the day after the election.

8.2 Local Government Elections

- 8.2.1 Employees who are candidates in either, London Assembly, Local Council, Mayoral or Police and Crime Commissioner elections may be granted unpaid leave for both the day of and the day after the election at the School's discretion.

9.0 Examiners and Moderators for Examining Bodies

- 9.1 Paid leave from duties in connection with external examinations shall be available to teachers in certain circumstances in line with the "Memorandum of agreement for the release of teachers" contained within the "Conditions of Service for School Teachers in England and Wales."

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10.0 Jury Service

- 10.1 Employees who receive a summons to serve on a jury must notify the School as soon as practicable. Time off will automatically be granted unless it could be objectively justified that it was critical for the School that the employee remains at work for that period. In these cases, the employee can be instructed to request a delay to their jury service to a specified later date.
- 10.2 The School will ensure that the employee's pay will remain unchanged whilst on jury service by only deducting the amount that the employee can claim from the court as loss of earnings.
- 10.3 The School shall inform the employee whether or not they will be expected to return to work if their services are not required for any part or whole court day during their expected period.
- 10.4 If the employee's jury service ends before the expected period, the employee will be expected to return to work for the remainder of that period.

11.0 Magistrate/Justice of the Peace

- 11.1 Employees may be granted a maximum of 18 days paid leave in any academic year.
- 11.2 Employees will be expected to undergo any training to be a magistrate in their own time. However, all year round support staff, will have the option of taking annual leave for this purpose providing it is taken during a school holiday.

12.0 Major Incidents & Unforeseen Circumstances

- 12.1 In the event of an incident or set of circumstances which affect the employee's ability to travel to work, the employee should make every reasonable effort to arrive at work.
- 12.2 If an employee is not able to get to work, the School will consider alternative work options which if not practicable, would result in the employee being granted authorised absence without pay.
- 12.3 In the event of a school closure, and where there are no other practicable alternative options, employees will be granted authorised absence with pay.

13.0 Medical Appointments

- 13.1 Employees are expected to attend medical appointments in their own time. Where this is not possible it should be taken at such a time as to cause minimum disruption to the School.
- 13.2 It is accepted that it is not always possible or practical for the employee to arrange their own date and time for a medical or other similar appointment outside working hours, and reasonable time off work will be granted in these circumstances.

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- 13.3 For any medical appointments during working time the employee will need to be able to provide the School with evidence to confirm this and in any event must obtain approval in advance of any appointment.
- 13.4 Where an employee can reasonably reschedule a medical appointment, the School reserves the right to ask an employee do so if appropriate cover arrangements cannot be put in place.
- 13.5 All employees will be granted time off with pay for the purposes of cancer screening where visits cannot be arranged in their own time.
- 13.6 An employee undergoing IVF Treatment, should as far as possible seek to arrange treatment in their own time. Where this is not practicable a maximum of 5 paid days for the purposes of preparing for or recovering from treatment may be granted in any academic year. Any further absences would be at the discretion of the School and will be unpaid.

14.0 Moving Leave

- 14.1 Teaching and term time working support staff may be granted 1 day's leave of absence with pay, for each academic year, when moving from one residence to another.

15.0 Public Duties

15.1 Member of a Publicly Elected Body

- 15.1.1 Employees may be granted a maximum of 12 paid days leave in any academic year.

15.2 Member of a School Governor Body

- 15.2.1 Employees may be granted a maximum of 5 paid days leave in any academic year.

15.3 All Other Memberships

- 15.3.1 Unpaid leave will be granted to employees, subject to the operational needs of the School, to allow them to perform their particular public duty.

- 15.3.2 The relevant public bodies that qualify for unpaid leave are as follows:

- The Managing or Governing Body of an Educational Establishment.
- The Environment Agency.
- A Health Authority
- A Police Authority.
- A Prison Independent Monitoring Board.
- A Statutory Tribunal.

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16.0 Recruitment & Selection Process

- 16.1 Subject to giving sufficient notice, employees will be granted reasonable time off with pay to participate in the formal selection process for another appointment within the field of education.
- 16.2 For posts outside education, employees will be granted reasonable time off without pay.
- 16.3 All employees under formal notice of redundancy will be entitled to time off with pay as reasonably required to secure other employment.

17.0 Religious & Cultural Observance

- 17.1 All employees may be granted up to 3 days' unpaid leave in any academic year to attend religious events or to observe holy days as required by their religious or philosophical belief.

18.0 Sabbatical Leave

- 18.1 Employees' who have worked continuously for the same employer for 5 years can request sabbatical leave for a period of absence ranging in length from a single term to a full academic year.
- 18.2 The decision to grant any request and to establish the terms of the sabbatical leave is at the sole discretion of the school.
- 18.3 Employees can only make one request for sabbatical leave in any 12 month period.

19.0 Service in Non-Regular Forces

- 19.1 An employee must obtain the School's consent before joining the Non-Regular Forces.
- 19.2 Teaching and term time working support staff will be expected to arrange their training during non-working time. If this proves not to be possible, then leave up to a maximum of 10 days may be granted of which no more than 5 will be paid.
- 19.3 All year round support staff will be granted up to 5 days of paid leave for the purpose of attending the annual training exercise, with the remainder being taken as annual leave. A further 5 days of unpaid leave may also be granted at the discretion of the School.
- 19.4 Any employee called out by the Secretary of State for service with the armed forces will be granted leave of absence without pay for the duration of that service.

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20.0 Significant Personal/Family Events

- 20.1 Employees may be granted unpaid leave to attend ceremonies, weddings or other significant events, in their lives or those of relatives or close friends.
- 20.2 Unpaid leave should be granted for no more than 1 day on each occasion up to a maximum of 5 unpaid days leave in any academic year.

21.0 Study & Examination Leave

- 21.1 Employees seeking to obtain a nationally recognised qualification that follows an accredited programme approved by the School may be granted up to 5 days paid study and examination leave in any academic year.

22.0 Time Off to Accompany a Work Colleague

- 22.1 Time off with pay will be granted to an employee who accompanies a School colleague to a meeting at which they have the right or option to be accompanied by a trade union representative or work place colleague.
- 22.2 Apart from a reasonable period of time immediately before and after the meeting, any preparation for these meetings will need to be undertaken in the employee's own time.

23.0 Trade Union Duties

- 23.1 The School will fulfil its obligations for releasing all employees for trade union duties in accordance with the provisions of applicable collective agreements and facility time funding arrangements that the School has entered into.