

## GLC STAFF LEAVE OF ABSENCE POLICY

This Policy was ratified by the Board of Directors on :	Summer 2024
This Policy will be reviewed on :	Summer 2025

### GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

### Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

# Part 1: GLC Staff Leave of Absence Policy

## 1. Introduction

This policy sets out the types of leave of absence which can be requested by staff, including whether it is a statutory entitlement or discretionary and whether it is paid or unpaid. It further explains how staff should request such leave and how decisions will be made. At any point in the policy, the CEO and Deputy CEO can deputise for the Head of School.

### 1.1 Policy statement

The Gateway Learning Community [GLC] aims to deliver high quality services whilst enabling staff to combine their working life with the increasing demands on their personal life. This requires mutual flexibility from both the employee and the employer. This policy supports the need for employees to be allowed reasonable time off for a range of circumstances. The GLC Head of School will consider all applications for leave of absence in a fair and equitable manner within the table set out in this policy document.

The Head of School will ensure that all requests for leave of absence are dealt with sensitively, professionally, speedily and fairly.

### 1.2 Definitions

#### Statutory absence

This is an entitlement under employment legislation.

#### Mandatory absence

This is an entitlement as part of an employee's terms and conditions of service.

#### Discretionary absence

This is not an entitlement, but absence/pay is at the discretion of the Head of School and each request will be considered on its individual circumstances.

## 2. Scope of policy

The policy applies to all employees and covers a wide range and type of leave, including where statutory rights exist and where Head of Schools have discretion over approvals.

The policy is intended for matters affecting people personally.

Requests by the Head of School for leave of absence must be directed to the Chief Executive Officer [CEO]. Request for leave by the CEO and Deputy CEO should be made to the Chair of the GLC Board.

Indicated in the following tables are the maximum levels of absence. The Head of School is authorised to deal with the majority of cases which are unlikely to exceed the stated number of days per year or term as an immediate decision is often needed, particularly for compassionate reasons. The CEO only needs to authorise leave of absence in exceptional cases.

If a part time member of staff requests leave of absence, the maximum days given in the table should be pro rata'd.

Where indicated, managers and employee guidance is available as part of this policy document.

## 3. Roles and responsibilities

It is the responsibility of the Board of Directors to:

- Establish, maintain and monitor relevant policies and procedures;
- Ensure that governors, directors and staff have access to the policy;

- Authorise the CEO to deal with cases where a Head of School would be inappropriate.

It is the responsibility of the Head of School and other managers to:

- Ensure that cases are dealt with effectively and fairly;
- Promote an open environment, free from harassment, in which everyone is treated fairly and reasonably;
- Provide appropriate induction and training;
- Ensure all concerns are taken seriously and implement relevant policies and procedures in a timely and reasonable manner;
- Provide adequate support in respect of complaints.

It is the responsibility of all staff to:

- Make every effort to ensure that appointments are made outside of their working hours. Where this is not possible, leave of absence may be requested.

#### 4. **Procedure for applications of leave of absence**

All applications for leave of absence should be directed to the Head of School in the first instance regardless of whether he/she has authority to approve such applications.

Applications for leave of absence should be made using the My SAM Portal, however, in some circumstances, such as an emergency, depending on the reason for and duration of the leave requested, this process request may not be necessary.

Employees should give as much notice as possible for any request for leave of absence and where specific notice is required, this is indicated in this policy.

The tables that follow, set out clearly the GLC's policy on statutory and discretionary leave and which will be paid, unpaid and discretionary. **However, all employees' leave of absence will be monitored and only statutory payments will be made if there are more than two periods of absence [not including sickness absence] in a rolling 12 month period.**

#### 5. **Appeals**

Any appeal lodged against a decision relating to leave of absence will be heard by the Local Governing Body appeals committee. The employee and chosen representative [normally the representative of a recognised trade union, or some other appropriate person], will have an opportunity to attend any such meeting and to make representation on their behalf.

The Committee's decision will be final.

#### 6. **Leave of Absence Recording, Monitoring and Reporting**

The GLC's HR Manager will monitor leave of absence via the GLC's management information system to ensure that the designated persons are completing the return to work forms after every period of absence and that the informal and formal absence management meetings are taking place in accordance with this policy;

The GLC's HR Manager will oversee the publication of Attendance Record Certificates that will be published to all GLC employees retrospectively at the start of each term;

The GLC HR manager will provide detailed reports as required for the GLC Board and Local Governing Bodies on Leave of Absence;

Copies of medical certificates and return to work meeting record forms will be held on employees'

personal files; these records will normally be destroyed after three years, in accordance with the GLC Data Protection and GDPR Policies.

## **7. Sickness absence**

- Separate procedures apply for the management of sickness absence;
- Please see the GLC Staff Attendance Improvement Policy [formerly the sickness absence management policy] which outlines the procedural steps for managing short term and long term sickness absence.

### Managing Levels of leave of absence

- Leave of absence requests will be considered against the criteria set out in this policy;
- Excessive levels of unauthorised leave will be addressed against the school disciplinary policy;
- Employees who take time off work without following the appropriate procedure for requesting leave and/or who take time off without receiving appropriate approval will be subject to disciplinary action in line with the disciplinary procedure;
- Employees who take unauthorised absence will not receive payment for such absence other than in exceptional circumstances.

## **8. Informal Procedure**

### **Informal Leave of Absence Review Meeting**

- The meeting will be conducted by the Support Services Manager/Line Manager or Academy HR Lead [or academy personnel officer as appropriate] [the GLC's HR adviser may be present if considered appropriate]. The approach is a supportive one with the view of offering help and advice to improve attendance. The interview will be conducted in private with the complete absence record available for discussion. Employees may have a friend or Trade Union representative present;
- A review period will be given for improved absence levels;
- Failure to improve absence levels, or improvement which is not to the required standard, will result in the Formal Procedure being followed.

## **9. Formal Procedure**

### **Formal Leave of Absence Review Meeting**

- An employee will normally be given a minimum of one term/two consecutive half terms from the first Informal Absence Review Meeting to improve his/her leave of absence record;
- Following the informal meeting, if an employee's leave of absence record does not improve or deteriorates, he/she will be required to attend a Formal Leave of Absence Review Meeting;
- This marks the date of entry into the formal procedure;
- The employee will be given at least 5 working days written notice of the meeting and this will include the right to be accompanied;
- Within 5 working days of the Formal Absence Review Meeting, the manager will notify the employee in writing of:
  - the key issues discussed;
  - the timescale for expected improvement;
  - the support, guidance and monitoring systems;
  - the outcome of the medical referral where appropriate;
  - notice that if attendance does not improve sufficiently within the given timescale, referral may be made to the Board of Directors and the possible outcomes of such a referral.

### **Formal action**

- Where an employee's leave of absence continues to be unacceptable in all the circumstances, the matter will be considered under the GLC Disciplinary Procedure. This could result in the matter being pursued formally at a disciplinary hearing. An employee should make every effort to attend

this hearing, may make representations and may be accompanied by a representative or other appropriate person. The outcome of the hearing could be a warning about the level of absence or dismissal as appropriate;

- The possibility of formal action will be discussed with the employee at an appropriate Formal Absence Review Meeting and the employee will be consulted about the process prior to any formal action being taken;
- The employee will have the right of appeal against any formal sanctions/dismissal.

#### **10. Unauthorised absence**

Employees who take time off work without following the appropriate procedure for requesting leave and/or who take time off without receiving appropriate approval may be subject to disciplinary action in line with the disciplinary procedure.

Employees who take unauthorised absence will not receive payment for such absence other than in exceptional circumstances.

#### **11. Impact on Pension**

When a Pension Scheme member has any period of unpaid leave of absence, the period of any such leave will not count towards their Pension.

Appendix 6 provides further information on how members of the Local Government Pension Scheme can buy back any period of authorised unpaid leave through an Additional Pension Contribution (APC) contract, and members of the Teachers' Pension Scheme can purchase additional pension subject to a minimum amount.

#### **12. Data Protection**

When an employee makes a request for leave of absence under this policy, the school will process any personal data collected (including written records of meetings held under this process) in accordance with its data protection and retention policies. Data collected as part of a leave of absence request is held securely and accessed by, and disclosed to, individuals only for the purposes of processing leave of absence requests.

#### **13. Equality, Diversity and Inclusion**

These procedures will be operated in an inclusive manner. While some terminology is replicated from statute and/or national terms and conditions, relevant provisions will be interpreted as being sex and gender neutral where appropriate.

## Part 2 i) Table of family related leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff, For the academic year.	Statutory or Discretionary Leave	Paid/Unpaid
1. Adoption	<p>Subject to meeting the relevant qualifying conditions and notice requirements employees who have been newly matched with a child for adoption by an approved adoption agency and who will be the primary adopter are entitled to 26 weeks ordinary adoption leave followed by up to 26 weeks additional adoption leave. The secondary adopter may be entitled to paternity leave and/or shared parental leave.</p> <p>The employer and employee can also agree to up to a maximum of 10 days paid 'keeping in touch' days during the period of adoption leave for the primary adopter.</p> <p>Employees who are local authority foster parents and also approved as prospective adopters and who have a child placed with them in a "foster to adopt" situation will be entitled to adoption leave if they are the primary adopter.</p> <p>Employees who intend to apply for a parental order and expect to become the child's legal parents in a surrogacy situation may be entitled to adoption leave (primary adopter) and/or paternity/shared parental leave (secondary adopter) subject to meeting the eligibility criteria.</p>	Statutory 52 weeks	Statutory	<p>Statutory - paid/unpaid subject to qualifying conditions.</p> <p>Eligible employees may also be entitled to contractual adoption pay.</p>

<p>2. Pre - Adoption support</p> <p>Pre-Adoption Meetings</p>	<p>Employees should apply in writing to the Head of School who will give consideration to the request and the following factors:</p> <ul style="list-style-type: none"> <li>- the circumstances surrounding the request.</li> <li>- where applicable, any outstanding annual leave, the employee may have (although having unused annual leave would not rule out leave being granted)</li> <li>- any previous requests for leave of absence.</li> <li>- the employee's attendance and absence record.</li> <li>- the number of day's special leave requested.</li> <li>- the employees employment history e.g. length of service.</li> <li>- staff cover arrangements and workload.</li> </ul> <p>Adopters have a statutory right to time off to attend pre-adoption meetings. The purpose of the request for time off must be to meet with a child/children matched for adoption with the employee or for another purpose connected to the adoption.</p> <p>The entitlement is to paid time off to attend up to five meetings for the 'primary' adopter. The 'secondary' adopter is entitled to unpaid time off to attend up to two meetings. Employees are encouraged to arrange appointments outside their working hours wherever possible.</p> <p>There is no statutory right to further pre-adoption leave but requests may be considered on a discretionary basis.</p>	<p>Discretionary</p> <p>Statutory - time off should not exceed 6.5 hours per appointment.</p>	<p>Pay discretionary</p> <p>Statutory</p>	<p>Statutory paid (primary adopter)/unpaid (secondary adopter)</p> <p>Pay is discretionary if any further leave is approved.</p>
<p>3. Ante-natal Care [Pregnant Employees]</p>	<p>All pregnant employees have a statutory right to reasonable time off work for ante-natal care but are encouraged to arrange appointments outside of their working hours wherever possible.</p>	<p>Reasonable time off</p>	<p>Statutory</p>	<p>Statutory Paid</p>
<p>3a. <i>Fathers to be/ partners and nominated carers</i></p>	<p>All employees in a qualifying relationship with a pregnant employee or their expected child (including spouse, civil partner and person in a long-term relationship with the pregnant employee) are entitled to take time off during their working hours in order to accompany the pregnant employee to two ante-natal appointments. The appointments must be made on the advice of a registered medical practitioner, midwife or</p>	<p>Two appointments not exceeding 6.5 hours per appointment</p>	<p>Statutory</p>	<p>Statutory - unpaid</p>

	<p>registered nurse.</p> <p>Employees who intend to apply for a parental order and expect to become the child's legal parents in a surrogacy situation have the right to unpaid time off work to accompany the pregnant person to up to two antenatal appointments.</p> <p>Any time off requested to attend further ante-natal appointments will be at the discretion of the employer.</p>			Pay is discretionary
<i>3b Parentcraft and routine antenatal classes</i>	Requests to attend parent craft classes or routine antenatal classes which have not been specifically recommended by a doctor or midwife (see ante-natal care above) and which cannot be arranged for outside normal working hours may be considered at the discretion of the employer.	Time off is discretionary	Discretionary	Pay is discretionary
4. Bereavement/Time off to attend funerals	<p>May be granted when a request is made due to the bereavement of a relative. Leave will normally be taken at the time of bereavement only.</p> <p>NB: "time off in consequence of death of dependant" to make necessary arrangements is covered by time off for dependants leave.</p>			
4a Parental Bereavement leave	Parental Bereavement Leave is available for eligible parents with 26 weeks service	1-2 weeks within 56 weeks of child's death	Statutory	Statutory pay subject to qualifying service and earnings
4b. <i>Close relative</i>	A close relative is defined as a husband, wife, partner, father, mother, father-in-law, mother-in-law, brother or sister.	Up to 5 days: discretionary	Discretionary	Paid
4c. <i>Other relatives</i>	Consideration will be given to requests for leave for other relatives e.g. extended family members	Up to 2 days: discretionary	Discretionary	Pay discretionary
5. Carers' Leave	<p>Employees who have caring responsibilities for a dependant with long term care needs are entitled to up to one week per year Carers' Leave.</p> <p>A dependent is a spouse, civil partner, child, parent, a person who lives in the same household as the employee (other than by reason of them being their employee, tenant, lodger or boarder),</p>	Statutory-one week per year to be taken in blocks of not less than half a day	Statutory	Unpaid



	<p>or another person who reasonably relies on the employee for care.</p> <p>Long-term care needs are defined as illnesses, injuries, disabilities, or age-related issues requiring over three months of care.</p> <p>Caring responsibilities include help with personal hygiene, eating and drinking, dressing, mobility, managing medication, practical household tasks and emotional support and tasks of a similar nature.</p> <p>Notice to take leave must be given at least 3 days before or twice as long as the period of leave requested, whichever is longer.</p> <p>Employees should apply in writing using the Leave of Absence request form.</p>			
6. Child care [time off to make alternative childcare arrangements]	<p>It may be necessary for an employee to deal with an immediate crisis and set up alternative care arrangements when their child's normal carer is suddenly taken ill or when normal childcare arrangements are not available due to the child's illness.</p> <p>An employee may be able to extend their leave up to a total of 5 days per term as per illness/injury of family members Table i) item 13.</p> <p>Where an employee needs to take more than a total of 5 days leave per term, then they may be entitled to unpaid dependant leave. (Also see Dependants)</p> <p>Note: Employees must not claim sick leave to look after sick children.</p>	Up to 2 days: discretionary	Discretionary	Pay is discretionary
7. Time off for Dependants	<p>Employees have a right to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and make any necessary longer term arrangements. The emergency must involve a dependent of the employee. A dependant is defined, as the employee's parent, wife, husband or partner, child, or someone who lives as part of the family, but</p>	Statutory - there is no set period and the length of leave authorised will depend on individual	Discretionary	Pay is discretionary

	not the employee's tenant, lodger or boarder. It also includes someone for whom the employee is the main carer. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency. (Also see child care, injury & illness and elder care)	circumstance, and leave for this reason may be offered in addition to other discretionary leave		
8. Domestic crisis	The GLC recognises that circumstances may make it necessary and unavoidable for an employee to be absent due to a domestic crisis (including damage or disruption to property).	1 day - discretionary	Discretionary	Pay is discretionary
9. Elder care	<p>The GLC will treat requests from carers sympathetically to deal with unexpected emergencies to care for an elderly person who is an immediate family member such as father, mother, father-in law, mother-in law or other elder dependent who requires care. An employee may be able to extend their leave up to a total of 5 days per term as per illness/injury of family members Table i) item 13 .</p> <p>Where an employee needs to take more than a total of 5 days per term, then they may be entitled to unpaid dependent leave (Also see dependents).</p> <p>In more extended circumstances, it may be necessary to discuss the possibility of a mutually agreed change to reduced working hours and/or a different working pattern to accommodate the need for time away from the workplace. (Also see flexible working and dependants)</p>	Up to 2 days - discretionary	Discretionary	Pay is discretionary
10. Fertility treatment	Each request will be considered individually in the context of the particular circumstances.	Time of is discretionary	Discretionary	Pay is discretionary
11. Foster care	Leave will be given to foster carers to attend meetings and/or attend training commitments.	Up to 2 days per year - discretionary	Discretionary	Pay is discretionary
12. Graduation of child/partner	Leave to attend the graduation ceremony of a child or partner.	1 day per year per graduate - discretionary	Discretionary	Pay is discretionary

13. Illness/Injury of family members	The absence must be shown to be necessary and unavoidable for the absence with pay to be granted.  Where employees need to take more than the leave allocated in this section, then an employee may be entitled to unpaid dependent leave. [Also see Dependent leave]			
13a. <i>Immediate family</i>	This leave is available to an employee whose immediate family member [husband, wife, partner, son, daughter, father, mother] or other dependant suffers an illness or injury.	3 days: discretionary	Discretionary	Paid
13b. <i>Other relatives</i>	Including father-in-law, mother-in-law, brother or sister	1 day: discretionary	Discretionary	Paid
13c. <i>Other Illness and injury Cases</i>	Other cases involving illness/injury where an employee can show it to be necessary and unavoidable for leave of absence to be granted will be considered.	1 day: discretionary	Discretionary	Unpaid
14. Maternity	All pregnant employees have a statutory entitlement to 26 weeks ordinary maternity leave and 26 weeks additional maternity leave regardless of length of service or hours worked. An employee must notify the Head of School of her pregnancy, her expected week of childbirth (EWC) and the date on which she intends to start her leave, before the end of the 15th week before the EWC (or if that is not reasonably practicable, as soon as it is reasonably practicable).  Maternity pay is made up of two separate elements; Statutory Maternity Pay (SMP) and Contractual Maternity Pay (CMP). The qualifying conditions for SMP and CMP are different. This means that whilst an employee may qualify for CMP they may not qualify for SMP and vice versa. It is essential to check the employee's contract and conditions of service to clarify entitlements to statutory and contractual maternity pay. Contact must be maintained during maternity leave. Agreement must be made prior to the maternity leave how contact with be maintained.	Statutory - 52 weeks leave	Statutory -	Paid/unpaid subject to qualifying conditions

	<p>An optional 10 'keeping in touch' days are available during her maternity leave without losing payments or ending her maternity leave. This must be agreed between the Head of School and the employee.</p> <p>Note: Provisions are different for teachers and support staff due to the different terms and conditions of employment.</p>			
15. Maternity support leave	Maternity support leave of 5 days shall be granted to the child's father or partner or nominated carer of an expectant mother at or around the time of birth.	5 days – mandatory due to conditions of service	Mandatory	Pay is mandatory due to conditions of service. The GLC Board agreed to offer this enhanced provision to teachers.
16. Medical appointments for dependents	Where an employee requires time off to attend routine medical appointments [ie doctors and dentists] with a dependant, then the employee should arrange to attend these medical appointments outside of their normal working hours. Where this is not possible, or where emergency treatment is needed, time off may be granted. (see Dependent leave)	Discretionary - subject to the operational needs of the GLC	Discretionary	Pay is discretionary
17. Parental leave	<p>You are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.</p> <p>The limit on how much parental leave each parent can take in a year is 4 weeks for each child [unless agreed otherwise]</p> <p>You must take parental leave as whole weeks rather than individual days, unless agreed otherwise or your child is disabled.</p> <p>Parental Leave applies to each child, not an individual's job.</p> <p>Employees qualify if all of these apply:</p> <ul style="list-style-type: none"> <li>- they've been in the company for more than a year-</li> <li>- they're named on the child's birth or adoption certificate or they have or expect to have parental responsibility</li> </ul>	Statutory - 18 weeks in total for each eligible child, up to their 18th Birthday	Statutory	Unpaid

	<ul style="list-style-type: none"> <li>- they're not self-employed or a 'worker', eg an agency worker or contractor</li> <li>- they're not a foster parent (unless they've secured parental responsibility through the courts)</li> <li>- the child is under 18</li> </ul> <p>21 days written notice must be given to the Head of School specifying the start and end date of the requested parental leave. Applications for leave can be postponed for up to six months if the 'operation of the GLC would be unduly disrupted' except in the case of requests for leave at or around the time of birth or adoption or immediately following statutory, contractual maternity, paternity, adoption leave periods.</p>			
18. Paternity Leave  [Included in Maternity Support Leave where eligible]	<p>Paternity leave is available to a person whose partner is having a baby, adopting a child or having a baby through a surrogacy arrangement. This includes the biological father of the child, the partner, spouse or civil partner of the birth mother/primary adopter, who shares, or expects to share, the main responsibility for bringing up the child.</p> <p>Eligibility is subject to having 26 week's service at the 15<sup>th</sup> week before the baby is due/date of adoption placement. Employees must state their intention to take Paternity Leave in writing, confirming their service and status eligibility, 15 weeks before the expected week of birth or placement (or as soon as practical in the case of adoption). They must then give 28 days' notice of the actual date they intend to take the leave.</p> <p>If taking Shared Parental Leave (SPL) Paternity Leave must be taken before any period of SPL</p>	Statutory – one or two weeks leave for each pregnancy or adoption to be taken within the first year after birth/placement. Full weeks only may be taken. Can take in 2 separate blocks of one week.	Statutory	<p>Paid.</p> <p>The first week of paternity leave is paid at full pay.</p> <p>The second week of paternity leave is paid at statutory paternity rate.</p>
19. Shared Parental Leave	Subject to meeting relevant qualification criteria and notice requirements, those with shared responsibility for a child at birth or date of placement in the case of adoption may be eligible to take SPL. SPL is available where one partner is entitled to maternity/adoption leave and brings this to an end	Statutory - maximum of 50 weeks [less any period of maternity/adoption	Statutory	Paid/Unpaid subject to qualifying conditions

	early. The remaining period can then be shared between the partners. SPL may only be taken during the year following birth/adoption placement.	leave already taken] may be used as shared parental leave, subject to meeting eligibility criteria		
20. Surrogacy	<p>An employee acting as a surrogate is entitled to maternity leave subject to meeting the eligibility criteria.</p> <p>An employee taking parental responsibility for a child born by a surrogate is not entitled to maternity leave but may be entitled to adoption leave and/or shared parental leave subject to meeting eligibility criteria.</p> <p>Employees who are intended parents by virtue of surrogacy arrangement are entitled to unpaid time off to attend up to 2 antenatal appointments of the surrogate not exceeding 6.5 hours per appointment. [See antenatal care above]</p>	Statutory	<p>Statutory - subject to meeting eligibility criteria</p> <p>Statutory subject to meeting eligibility criteria</p> <p>Statutory</p>	<p>Paid/Unpaid subject to qualifying conditions.</p> <p>Paid/Unpaid subject to qualifying conditions</p> <p>Unpaid</p>
21. Wedding	The GLC recognises that there may be times where members of staff will request to attend the wedding of a family member, a friend, or may ask for a leave of absence to attend their own wedding. This leave will be considered in the context of the applicant's absence record. It is stressed that colleagues should make every effort to arrange their own wedding out of school time.	Up to two days	Discretionary	

## ii) Table of health related leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
1. Blood donors	Subject to operational requirements employees may be given reasonable time off.	Time of is discretionary	Discretionary	Unpaid

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
2. Bone marrow donors	Subject to operational requirements employees may be given time off to donate bone marrow. This may include examinations prior to the donation and hospitalisation and recuperation.	Up to 3 weeks: discretionary	Discretionary	Pay is discretionary
3. Cancer screening	Routine cancer screening (for example cervical cancer screening and breast examinations) should take place outside normal working hours. Where this is not possible, or where the screening is non-routine, leave of absence should be granted for the purpose of attending such appointments.	Time off mandatory	Mandatory	Paid – mandatory  Reasonable time off with pay will be granted for all employees
4. Dental treatment	All dental appointments should where possible be arranged for outside the employee's normal working hours. However, the GLC recognises that in emergencies it may be unavoidable for an employee to be absent during the normal working day for urgent dental treatment.	Up to 1 day for urgent treatment: discretionary	Discretionary	Unpaid
5. Elective surgery that is not medically necessary/ recommended	Employees who wish to undergo elective surgery that is not medically necessary/recommended should arrange such surgery [and any pre/post operation appointments] during school closure periods/periods of annual leave.  They should ensure that they have enough time to recover before the start of term/end of period of annual leave.  Leave of absence will not normally be granted although requests will be considered on a case by case basis. If, following elective surgery that is not medically necessary/recommended, the employee becomes medically unfit as result of the surgery sickness absence provisions will apply.	Time off is discretionary	Discretionary	Pay is discretionary

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
6. Elective Surgery that is medically necessary/recommended	Where elective surgery is medically necessary/recommended normal sickness provisions will apply. Employees may be asked to provide evidence that surgery is necessary/recommended  Requests to attend medical appointments relating to elective surgery will be considered in the light of individual circumstances and the opportunity for the applicant to use annual leave [where applicable] or GLC closure periods for all or part of the absence.		Sickness absence in line with normal entitlements	Statutory and contractual sick pay entitlement will be payable
7. Medical appointments and treatment	Wherever possible employees should arrange to attend medical appointments outside of their normal working hours. Where this is not possible, or where emergency treatment is needed, time off may be granted.	Time off is discretionary subject to the operational needs of the GLC.	Discretionary	Pay is discretionary

### iii) Table of Public service and duties leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
1. Court appearances				
1a. As a witness		20 days - discretionary	Pay discretionary Pay discretionary	
1b. As the accused		10 days - discretionary		
1c. As a juror	Employees are entitled under national conditions of service to receive paid leave of absence for jury service.	Duration of service	Statutory right to leave for the	Contractual Paid



Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
			duration of jury service	
2. Criminal injuries compensation board	Subject to operational requirements employees who make a claim to the criminal injuries compensation board may take paid time off to attend the board.	Time off is discretionary	Discretionary	Pay discretionary
3. Elections – candidates	Employees standing as a candidate at local or central government elections.	Discretionary – 1 day on the day of the poll 1 day if the count is carried out on a different day	Authorisation is discretionary depending on operational requirements.	Pay discretionary  Pay discretionary
4. Public bodies – service on	<ul style="list-style-type: none"> <li>● Justices of the Peace</li> <li>● Members of a local authority</li> <li>● Members of a statutory tribunal</li> <li>● Members of a relevant health body for example health trusts</li> <li>● Members of a relevant education authority for example Maintained school or college Governing Body.</li> <li>● Members of a board of visitors for prisons, remand centres and young offender’s institutions</li> <li>● Members of a police authority</li> <li>● Members of general teaching council</li> </ul>	Statutory right to have time off Up to 26 days per year		Pay discretionary
5. Trade Union (TU) activities (including union learning reps)	Reasonable time off will be granted for recognised TU stewards and TU members to attend official TU meetings. Subject to operational requirements reasonable paid time off will be granted for recognised TU shop stewards, health and safety reps, learning reps for the purposes of representing branch members, attend official TU meetings etc.	Statutory – reasonable time off and according to the agreements reached between the employer and	Statutory	Paid

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
	Reasonable paid time off will also be granted for any training necessary for the TU role undertaken. Branch members may be given paid time off to travel to and attend the branch AGM.	the appropriate TU.		

#### iv) Table of training related leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part time staff	Statutory or Discretionary Leave	Paid/Unpaid
1. Time off to Train	An employee who has worked for their employer for at least 26 weeks has a right to request leave to undertake training which they believe will improve their effectiveness in their role and overall performance of the GLC.  Only one request may be made in any 12 month period.	Discretionary - depends on the course requirements and operational needs of the school	Discretionary	Pay discretionary – depends on the course and its benefits to the individual and the GLC
2. Study leave and examinations	Leave may be requested for periods of study to prepare for examinations. The employee must notify the Head of School as soon as possible of dates and reasons for leave.	Time off to study for exams is discretionary	Discretionary	Pay discretionary

#### v) Table of other leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
1. General	The GLC recognises that employees may on occasion need to take time off for a variety of reasons that do not fall within any of the other categories set out within this policy. The Head of School will consider the following factors:	Time off is discretionary	Discretionary	Pay discretionary

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
	<ul style="list-style-type: none"> <li>- the circumstances surrounding the request.</li> <li>- where applicable, any outstanding annual leave the employee may have (although having unused annual leave would not rule out leave being granted, especially for compassionate or carers leave);</li> <li>- any previous requests for leave of absence;</li> <li>- the employee's attendance and absence record.</li> <li>- the number of day's special leave requested.</li> <li>- the employee's employment history</li> <li>- staff cover arrangements and workload.</li> </ul>			
2. My Day	<p>My Days are intended to recognise the amazing commitment of GLC staff and to allow them a paid day off of work [to attend a child's first day of school or to go to Wimbledon etc] . The protocols are as follows:</p> <ul style="list-style-type: none"> <li>- All GLC staff can be considered for one My Day during the current academic year;</li> <li>- Staff must apply [on the standard leave of absence form] directly to the Head of School for permission to take a My Day. The My Day will be approved at the discretion of the HoS who will take attendance records into consideration when dealing with an application. The HoS will also make an assessment regarding the impact of the particular request;</li> <li>- A minimum of 2 weeks' notice must be given and requests but be made within the specific deadlines for each term as outlined in the management calendar and it is unlikely that absence will be approved during peak times of the year, for example SATs week or if there is expected to be a high level of absence due to school events [My Days will not be granted for the first and last days of each term].</li> </ul>	1 day	Discretionary	Paid

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
	<ul style="list-style-type: none"> <li>- A My Day will be granted providing it can be covered internally and there is no financial burden placed on the academy;</li> <li>- If the My Day is on the same day as a parents evening, staff will be expected to return for the parents evening.</li> <li>- Staff can apply to take two half days to make up their one My Day.</li> <li>- Part-time employees are entitled to receive a proportion of the My Day, equivalent to the proportion of their working week. For example: someone who works 3 days per week (0.60 proportion) is entitled to 0.60 of a full day off for the My Day.</li> <li>- New starters will be eligible to take a My Day following successful completion of their probation period.</li> </ul>			
3. Career Breaks	<p>An extended period of absence from work, after which the employee intends to return to work. To be eligible the employee must have:</p> <ul style="list-style-type: none"> <li>- at least 2 year's service with their current employer</li> <li>- satisfactory performance in all aspects of work.</li> <li>- a satisfactory attendance and conduct record</li> <li>- The scheme is likely to be attractive to employees who wish to take a break for care commitments, either for children or elderly relatives, or other reasons ie to undertake fulltime education.</li> </ul> <p>An employee needs to satisfy the Head of School that the reason for the break is justified. Note: a career break will result in a break in continuous service. However, where a career break is taken for reasons connected with caring for children/dependants, the employee is entitled to have previous service taken into account for maternity leave and sick leave purposes only, as long as the break hasn't exceeded 8 years and the individual hasn't taken up any</p>	Discretionary - up to a maximum of 5 years after date of resignation.	Discretionary	Unpaid

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
	full time, permanent paid jobs during their break from service. Reasonable contact between the employee and the GLC must be maintained during the period of absence.			
4. Holiday	<p>All employees are entitled to a minimum of 5.6 weeks statutory leave pro rated for part-time hours. Employees may have a contractual leave entitlement and this will be set out in the contract of employment.</p> <p>For those employees working less than 52.14 weeks, annual leave is deemed to be taken during the closure periods. Requests for time off to go on holiday in term time will not be granted.</p> <p>For employees who work 52.14 weeks it is normally expected that annual leave will be taken during school closure periods. All requests for annual leave should be made in line with the GLC procedure and appropriate notice given.</p>	Details are set out in the contract of employment and Teachers pay, terms and conditions.	Statutory/Contractual	Paid
3. Job-seeking and retraining in a redundancy situation	An employee who is under notice of redundancy can take reasonable time off with pay to look for another job or to arrange training.	Statutory – reasonable time off	Statutory	Paid [n.b regardless of how much time off an employee takes for job hunting in any week, employers are only required to pay up to 40% of that week's pay]
4. Interviews	If an employee is not at risk of redundancy and requests time off to attend an interview, consideration will be given to the operational requirements of the GLC and individual circumstances.	Discretionary	Discretionary	Pay is discretionary
5. Moving house	Employees should make all efforts to move house outside of their normal working hours. Where this is not possible or where an employee is moving to take up his/her post at the GLC, sympathetic consideration will be given to granting leave of absence.	1 day – on the day of removal discretionary	Discretionary	Pay discretionary

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Statutory or Discretionary Leave	Paid/Unpaid
6. Religious observance	The GLC recognises the importance of religious observance and will attempt to accommodate the needs of the employee, including for example, time away from work during the day for prayer or to accommodate periods of fasting. Employees whose religious duties are not covered by weekends or the current statutory bank holidays may request time off for religious festivals.	15 days per year – discretionary	Discretionary	Pay discretionary
7. Secondments	A temporary transfer of an employee from one organisation to another associated organisation for operational or project purposes. The secondment will be governed by an agreement between all parties involved. The employee will usually be expected to have worked for 12 months before being considered for a secondment. Secondments will not break continuous service.	Normally up to 12 months. Discretionary – according to operational needs of the GLC.	Discretionary	Paid, the employer remains the same and therefore terms and conditions will remain the same.
8. Weather – severe conditions	Where severe weather conditions prevail for example snow or flooding, employees are expected to make every effort to attend work, using alternative modes of transport where possible. Where an employee, as a result of using an alternative form of transport (or where there are severe traffic/ weather conditions using their normal mode of transport) arrives at work late and/or has to leave work early, they will be credited with a standard working day. Employees who are genuinely unable to attend work should where possible and with the agreement of the Head of School work from home or attend an alternative place of work.	N/A	Discretionary	Pay discretionary

