

## GLC STAFF LEAVE OF ABSENCE POLICY

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### 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.

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# 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 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]. Requests for leave by the 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:

- Monitor and review policies and procedures which safeguard the health, safety and welfare of staff and ensure they are implemented in a fair and reasonable manner and the operational impact on the school;

- Authorise the CEO to deal with cases where a Head of School would be inappropriate.
- Establish an appeals committee as required.

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

- Ensure employees are aware of the leave of absence management policy and procedures,
- Implement the leave of absence management procedures fairly, sensitively and confidentially;
- Monitor and regularly review levels of absence and take action as appropriate;
- Approve requests for leave of absences

It is the responsibility of all staff to:

- Take reasonable measures to minimise their absences;
- Make every effort to ensure that appointments are made outside of their working hours.
- Inform their line manager in general terms as soon as reasonably practicable of any significant issues that may impact on their ability to perform their normal duties.

#### **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 following a discussion with the line manager or appropriate person responsible for authorising leave, 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 must give as much information as possible and indicate whether they are requesting paid or unpaid leave to assist in the consideration of the request.

Failure to follow this policy may result in action under the Disciplinary Procedure. See Paragraph 9 for Unauthorised Absences.

##### **4.1 Notice requirements**

Specific notice periods are mandatory for some types of leave [e.g maternity, paternity leave] and these are indicated in the leave table below, together with the reference point for further information.

For all other leave, employees should request leave of absence with as much notice as possible, and in any case in accordance with following timescales.

##### **4.2 Emergency leave requests**

In certain circumstances it may not be possible for the employee to request the leave of absence, in writing, in advance.

In these circumstances the employee must follow the same procedures as outlined for sickness absence reporting as outlined in the school handbook.

An initial decision whether leave of absence is granted to cover the initial emergency situation will be made and notified verbally to the employee. A written record of the details of the request for leave of absence and the decision regarding the granting of any leave of absence will be made. The record will be signed by the employee on their return to work. This will then be kept on the employee's personal file.

##### **4.3 Persistent Absences**

Where an individual's overall level of attendance causes concern, appropriate action may be taken. This may include exploring flexible working options and/or setting attendance targets. Where an employee

is unable to meet or maintain reasonable attendance levels, this may result in formal action under the Capability Procedure.

5. **Considering leave of absence requests**

All leave of absence requests will be considered in line with this policy, having regard to the particular circumstances of the case and any operational requirements of the establishment. The following factors will also be taken into account:

- How many previous requests have been made by the employee and for what reason;
- How many requests the employee has submitted and have been granted in the previous 12 months;
- The employee's general attendance and absence record;
- The impact on operational requirements;
- Whether any previous requests for absence in the same circumstances have been approved, how many, for how long and whether the leave was paid or unpaid;
- Whether they are setting a precedent for how similar requests will be dealt with in future.

The employee will be notified via the My SAM Portal whether or not their request has been approved and where rejected the reasons, as soon as possible.

If the request is not agreed the employee has the right to appeal against the decision.

6. **Appeals**

Employees have the right to appeal against a refusal to approve a leave of absence request or against a refusal to approve paid leave [where the time off has been granted as unpaid leave]. Appeals should be submitted within [5] days of receiving the decision.

Appeals made by Academy employees will be heard by the CEO. Appeals made by the Head of School or CEO will be heard by the GLC Chair of the Board.

The decision of those hearing the appeals will be final.

7. **Leave of Absence Recording, Monitoring and Reporting**

The GLC's HR Manager will monitor leave of absence via the GLC's management information system.

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 on Leave of Absence.

Copies of 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.

8. **Sickness absence**

Separate procedures apply for the management of sickness absence.

Please see the GLC Staff Sickness Absence Management policy which outlines the procedural steps for managing short term and long term sickness absence.

9. **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.

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;

**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.

### Appendix 1 : Table of family related leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff, For a 12 month rolling period	Paid/Unpaid
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>	<p>Statutory</p> <p>Mandatory notice requirements apply</p>	<p>Statutory - paid/unpaid subject to qualifying conditions.</p> <p>Eligible employees may also be entitled to contractual adoption pay.</p>
Pre-Adoption Meetings	<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>Statutory - time off should not exceed 6.5 hours per appointment</p>	<p>Statutory paid [primary adopter]/unpaid [secondary adopter]</p> <p>Pay is discretionary if any further leave is approved.</p>
Ante-natal Care [Pregnant Employees]	<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>Statutory - Reasonable time off</p>	<p>Statutory Paid</p>

Fathers to be/ partners and nominated carers	<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 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>	Statutory - two appointments not exceeding 6.5 hours per appointment	<p>Statutory - unpaid</p> <p>Pay is discretionary</p>
Parentcraft and routine antenatal classes	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	Pay is discretionary
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>		
Parental Bereavement leave	Parental Bereavement Leave is available for eligible parents with 26 weeks service	Up to 2 weeks within 56 weeks of child's death	Statutory pay subject to qualifying service and earnings
Close relative	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	Paid
Other relatives	Consideration will be given to requests for leave for other relatives e.g. extended family members	Up to 2 days	Paid
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), or another person who reasonably relies on the employee for care.</p>	Statutory-one week per year to be taken in blocks of not less than half a day	Unpaid

	<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. Employees should apply in writing using the Leave of Absence request form.</p>		
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>Note: Employees must not claim sick leave to look after sick children.</p>	<p>Up to 2 days</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 [up to 3 days - see Illness/Injury of family members]</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>Paid</p> <p>Paid</p> <p>Unpaid</p>
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 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 &amp; illness and elder care].</p>	<p>Statutory - there is no set period and the length of leave authorised will depend on individual circumstance, and leave for this reason may be offered in addition to other leave.</p>	<p>Pay is discretionary</p>
Domestic crisis	<p>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].</p>	<p>1 day</p>	<p>Paid</p>

Elder care	Requests for time off to deal with unexpected emergencies to care for an elderly person who is an immediate family member or other elder dependant cared for by the employee is covered under time off for dependents.  NB the statutory right does not include a right to time off to provide care beyond a reasonable amount necessary to deal with the immediate crisis.	Up to 2 days - Statutory	Paid
Fertility treatment	Each request will be considered individually in the context of the particular circumstances.	Time off is discretionary	Pay is discretionary
Foster care	Leave will be given to foster carers to attend meetings and/or attend training commitments.	Up to 2 days per year	Paid
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]		
Immediate family	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	Paid
Other relatives	Including father-in-law, mother-in-law, brother or sister	1 day	Paid
Other Illness and injury Cases	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	Unpaid
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	Statutory - 52 weeks leave	Paid/unpaid subject to qualifying conditions

	<p>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 will be maintained.</p> <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>		
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	Pay is mandatory due to conditions of service. The GLC Board agreed to offer this enhanced provision to teachers.
Neonatal Leave	<p>Where a baby born on or after 6 April 2025 is in neonatal care for 7 days or more within 28 days of birth, a child's parent, adopter, and/or partner of the mother/adopter with responsibility for the child's upbringing, may take one week of leave for each uninterrupted week the baby is in neonatal care, up to a maximum of 12 weeks.</p> <p>Neonatal care is specified as requiring medical treatment under a consultant or palliative/end of life care.</p> <p>Entitlement to leave is a Day 1 right, but qualifying service is required to be eligible for pay during this leave.</p> <p>Neonatal Leave may be taken in week blocks from the second week the child is in neonatal care up to the 68<sup>th</sup> week after birth</p> <ul style="list-style-type: none"> <li>- Tier 1 leave taken up to a week after the child leaves neo-natal care may be taken in discontinuous weeks.</li> <li>- Tier 2 leave taken after this period must be taken as continuous weeks.</li> </ul>	Statutory	Pay at statutory rates subject to having 26 weeks continuous service

	<p>Employees are entitled to take neonatal care leave in addition to any other statutory leave that they may be entitled to, including maternity, adoption, paternity, ordinary parental, parental bereavement and shared parental leave. Neonatal leave will usually be taken after the period of other statutory leave and cannot be taken concurrently.</p> <p>Notice requirements apply:</p> <ul style="list-style-type: none"> <li>- Tier 1 - Notice must be given before the first day of the leave to be taken for continuous leave.</li> <li>- Tier 2 – 15 days for one weeks, 28 days for 2 weeks of more</li> </ul>		
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	Pay is discretionary
Parental leave	The right to parental leave entitles all eligible employees who have completed one year's qualifying service to take a period of unpaid leave to care for each child under 18 years of age. Parental leave is for parents, adoptive parents and guardians to care for their children. Parental leave must normally be taken in blocks of one week and a maximum of 4 weeks is permitted per year unless the employer agrees to more.	Statutory - 18 weeks in total for each eligible child. Mandatory notice requirements apply.	Unpaid
<p>Paternity Leave and Paternity Bereavement Leave</p> <p>[Included in Maternity Support Leave where eligible]</p>	<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 and who has responsibility for the child's upbringing.</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.</p> <p>In cases where the mother/partner passes away, no qualifying service is required for unpaid Paternity (Bereavement) Leave on or after 6 April 2025.</p> <p>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. Discretion will be applied in cases of Paternity Bereavement Leave.</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.	<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>

	If taking Shared Parental Leave (SPL) Paternity Leave must be taken before any period of SPL		
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 early. The remaining period can then be shared between the partners. SPL may only be taken during the year following birth/adoption placement.	Statutory - maximum of 50 weeks [less any period of maternity/adoption leave already taken] may be used as shared parental leave, subject to meeting eligibility criteria	Paid/Unpaid subject to qualifying conditions
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 subject to meeting eligibility criteria	<p>Paid/Unpaid subject to qualifying conditions.</p> <p>Paid/Unpaid subject to qualifying conditions</p> <p>Unpaid</p>
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	Unpaid

## Appendix 2 : Table of health related leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Paid/Unpaid
1. Blood donors	Subject to operational requirements employees may be given reasonable time off.	Time of is discretionary	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	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	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	Unpaid
5. Elective surgery that is not medically necessary/ recommended	<p>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.</p> <p>They should ensure that they have enough time to recover before the start of term/end of period of annual leave.</p> <p>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.</p>	Time off is discretionary	Pay is discretionary
6. Elective Surgery that is medically necessary/ recommended	<p>Where elective surgery is medically necessary/recommended normal sickness provisions will apply. Employees may be asked to provide evidence that surgery is necessary/recommended</p> <p>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.</p>	Time off is discretionary	Statutory and contractual sick pay entitlement will be payable

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Paid/Unpaid
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.	Pay is discretionary

### Appendix 3: Table of Public service and duties leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Paid/Unpaid
1. Court / Employment Tribunal Appearances	Employees who are required to attend court as a witness, or because they are pursuing a claim or are the subject of criminal proceedings must notify the school as soon as they receive the hearing date or a witness summons.	Time off is discretionary (except where a witness summons is produced by the employee when they must be released)	Pay is discretionary
2. Jury Service	Employees are entitled under national conditions of service to receive paid leave of absence for jury service.	Duration of service	Contractual Paid
3. 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	Pay discretionary
4. 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	Pay discretionary  Pay discretionary
5. 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
6. Trade Union (TU) activities (including union learning reps)	<p>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.</p> <p>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.</p>	Statutory – reasonable time off and according to the agreements reached between the employer and the appropriate TU.	Paid

#### Appendix 4: Table of training related leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part time staff	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	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	Pay discretionary

### Appendix 5: Table of other leave

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Paid/Unpaid
1. General	<p>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 following factors will be considered:</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, 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>	Time off is discretionary	Pay discretionary
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 [via SAM People] 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> <li>- A My Day will be granted provided 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> </ul>	1 day	Paid

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Paid/Unpaid
	<ul style="list-style-type: none"> <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>		
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>	Statutory/Contractual - Details are set out in the contract of employment and Teachers pay, terms and conditions.	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	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	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	Paid

Type of absence	Details of leave provision	Maximum days n.b pro-rata for part-time staff	Paid/Unpaid
6. Religious observance	<p>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.</p> <p>Employees whose religious duties are not covered by weekends or the current statutory bank holidays may request time off for religious festivals.</p>	2 days per year	Unpaid/time off in lieu
7. Secondments	<p>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.</p>	<p>Normally up to 12 months.</p> <p>Discretionary – according to operational needs of the GLC.</p>	Paid, the employer remains the same and therefore terms and conditions will remain the same.
8. Weather – severe conditions	<p>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. When 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 or request leave of absence which will be considered on a discretionary basis.</p>	N/A	Pay discretionary

## Appendix 6: Pension contributions during authorised unpaid leave

### Important information for employees

When a Pension Scheme member has unpaid leave of absence (e.g. child related absence, leave of absence and sabbaticals), the period of any such leave will affect their Pension.

#### Local Government

Employees in the scheme can choose to top up their pension through an Additional Pension Contribution (APC) contract to cover the period of unpaid authorised leave.

The LGPS has produced [further information](#) including a [calculator](#) so that employees can calculate the cost of the APC.

If they elect to buy back pension within 30 days of returning from each period of authorised\* unpaid leave of absence the cost of the APC will be shared with the employer who will pay two-thirds of the total amount. If an employee elects for an APC after 30 days, they will need to pay the full cost of contributions, instead of sharing the cost with the employer. The employee can either pay their share as a lump sum, or in instalments as agreed with the scheme administrator. Employees who wish to top up their pension should complete the form below.

\*This is not available for unauthorised unpaid absences such as strike action.

#### 50/50 option

If an employee has opted into the 50/50 section of the scheme, they will automatically be moved back into the main (full cost) scheme when the period of unpaid authorised leave ends. The employee may elect to go back to the 50/50 arrangement at any time.

#### Teachers

If an employee is in the Teachers' Pension Scheme, whilst they cannot actually make up their pension to cover their unpaid authorised leave period, they can decide upon their return to work to Purchase Additional Pension that can be paid by monthly instalment directly through their pay or make a one-off payment.

Those members who come under "**Career Average Arrangement**" also have further flexibility of purchasing a **Faster Accrual Rate** or **Buy-out** the standard reduction applied to members taking benefits early. There are strict time limits for buying Faster Accrual Rate and buy out of the standard reduction. The latter is within 6 months of joining the Career Average Arrangement and Faster Accrual Rate is every April. Employees who wish to consider one of these options should therefore ensure they abide by these time limits. Members have to make a formal application for any of the above provisions via the [Teachers' Pensions website](#).

**Local Government Pension Scheme (LGPS) members only  
For the employee to complete upon return to work.**

If you have taken any unpaid authorised leave, you can choose whether or not you wish to pay for lost pension to cover this unpaid period away from work. If you would like to buy pension to cover this time, complete this section of the form and return it to your line manager. If you have more than one job, you will need to return one form for each job. If you send in the forms within 30 days of your return, your employer will pay two thirds of the cost of lost pension.

If you elect below to make up lost pension contributions, Payroll will calculate the lost pay figure (Assumed Pensionable Pay) and will write to you confirming the value. You will be instructed to use the online tool to calculate the amount to be paid and to complete the Additional Pension Contribution form. You will have the choice whether to pay monthly or as a lump sum. Please note that if you leave your employer before all the contributions have been deducted from your salary, your final pension could be reduced.

Yes I would like to make up the pension contributions lost during my period of unpaid authorised absence.

Signed.....Date.....

**For Payroll team to action once the employee has returned to work**

Assumed pensionable pay (APP) for unpaid authorised absence =  
£ \_\_\_\_\_

Employee notified of value to enter into Pensions online calculator.

**Signed (for payroll):**

**Date:**