



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Schools' Leave of Absence Model Policy

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Leave of Absence Policy

1. Introduction

- 1.1 As a general principle, all school based staff should be available for work during term time. However the conditions of service for teachers and support staff provide for consideration to be given to request for leave of absence under certain circumstances.
- 1.2 It is the responsibility of the Governing Board to consider requests for leave of absence, however it is recognised that in most cases this responsibility will be delegated to the Headteacher.

2. Scope of the policy

- 2.1 The Model Policy is set out as a school policy and therefore refers to the “Governing Board”, rather than the “relevant Body”. However, the Policy is intended to be easily amended or adapted to cover circumstances where the relevant Body is the Local Authority.
- 2.2 This policy and procedure applies to all employees of the school.

3. Policy statement

- 3.1 The Governing Board should seek to ensure that all requests for leave of absence are considered against clearly defined criteria to provide a consistent approach.
- 3.2 This document is intended to provide a framework for Headteachers/ Governing Boards to consider requests. A copy of this document should be available to all staff to enable them to have a clear understanding of the categories of requests which are likely to be approved with/without pay and those which are likely to be refused.
- 3.3 Employees should be confident that the school will comply with its obligations with regard to the Equalities Act 2010 in terms of reasonable adjustments.

4. Links with other policies and procedures

In dealing with leave of absence requests, managers may also need to make reference to other policies, procedures and information including the following:

- Counselling Referrals
- Sickness Absence Policy
- Maternity Policy
- Parental and Paternity Leave Policy
- Employee Relations (Discipline & Grievance) Model Policy

5. Paid leave of absence

Paid leave of absence will normally only be available under the following circumstances:-

5.1 Leave to Attend Courses of In-service Training

Approval of attendance on a course organised through the Local Authority will normally imply that leave of absence with pay will be available. The school will however, need to consider whether or not there are any budgetary implications, in particular whether funding is available to provide supply cover.

5.2 Pre-examination Leave

Paid leave would normally be available to a member of staff for an appropriate examination. Additionally, one half day's revision leave would normally be granted for each paper being taken during term time.

5.3 Meetings of Public Bodies

Staff attending meetings concerned with National or Provincial Council affairs will normally be entitled to paid leave.

Staff serving as a member of a local authority will be entitled to a maximum of 20 days paid leave per annum providing that they do not claim an attendance allowance if serving as a member of Stockport Council or, in the case of a member of staff serving with another local authority, they pass on any attendance allowance claimed to Stockport Council.

5.4 Governing Board Meetings

Staff nominated or elected to a Governing Board will be allowed paid leave of absence to attend meetings.

5.5 Elections

Staff required to assist in the running of local and parliamentary elections will be permitted paid leave.

5.6 Jury Service

A member of staff receiving a summons to attend as a juror or a witness should report the fact to the Governing Board, through the Headteacher. All allowances for loss of earnings should be claimed. Leave of absence will be granted on the basis of full pay less any allowances claimable.

5.7 Service as a Magistrate

Leave of absence with pay is normally available to staff who serve as local magistrates on the understanding that they will only be involved in Court activities on no more than two to three days per month.

5.8 Trade Union Activities

Accredited trade union representatives will be granted paid leave for union duties or to attend relevant training.

5.9 Attendance at Interviews

Leave of absence to attend interviews for posts within this or other local authorities will be granted with pay.

5.10 Removal

Term time only staff will be granted two days' paid leave of absence for moving house. Other staff moving into the area will be granted one day's leave with pay. Full year support staff are required to use their annual leave entitlement.

6. Discretionary paid leave (up to 6 days)

- 6.1 Governors will wish to recognise the difficulties which staff sometimes experience in arranging to deal with personal business entirely outside school hours. It will be appropriate to have discretionary arrangements which assume that every effort has been made to avoid the need for leave during term time.
- 6.2 On this basis staff may be allowed up to six days in any one year in connection with personal and domestic matters. This will cover the serious illness or death of an immediate relative. It will be for Governors to decide what other special circumstances normally warrant the granting of paid leave.
- 6.3 Full year support staff are required to use their annual leave entitlement for personal business.
- 6.4 Within any arrangements operated by a School Governing Board reasonable time off should be provided to attend medical or dental appointments where it is not possible to make such arrangements outside school or contracted hours.
- 6.5 Any request for paid leave beyond the six days per annum should be referred to the Governing Board.

7. Discretionary unpaid leave

- 7.1 Occasionally requests for leave occur which fall outside the circumstances outlined above. A fundamental principle is the duty of staff to be available for work during term time and an expressed willingness to forego pay should not be a determining factor in granting leave.
- 7.2 Examples of circumstances in which Governors should give serious consideration to the approval of unpaid leave could include:
 - (a) extended terminal illness of an immediate relative
 - (b) An opportunity to accompany partner on a tour or journey of a 'lifetime'
 - (c) attendance at political conferences as a delegate.

Leave of absence requests will not be approved to help with normal holiday arrangements.

8. Appeals Procedure

A member of staff will have the right to appeal to the Governing Board where their request for leave of absence has not been approved.

Leave of Absence

LA Policy - Discretionary Paid (up to six days)/Unpaid leave

Paid	Unpaid
Serious illness or death of an immediate relative	Attendance at weddings
Accident or emergency involving an immediate relative	Attendance with immediate relatives at medical appointments
House removal	Extended terminal illness of relative or friend
Graduation Ceremony (e.g. son's/daughter's)	"Trip of a Lifetime"
Unavoidable medical appointments (should normally be made outside of working hours)	Own child's (short-term) sickness
Witness in Court	Attendance as delegate at political conference

Not approved through this policy:

- Holidays
- Own weddings

Please note that the above list is representative of the LA's approach to discretionary leave of absence. It is not an exhaustive list. Headteachers and Governing Boards should, after establishing their broad policy, consider each request on its own merits.

