GREENWOOD ACADEMIES TRUST

# Planned and Unplanned Leave Appendix

**(Appendix to the Managing Attendance Policy)**

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## Overview

We know that there will be times when you can't come to work – because you need to time off to fulfil personal commitments, including family or domestic responsibilities, or something unexpected has happened. This policy covers **planned** absence, for example, if you have a hospital appointment or are called for jury service and **unplanned** absence such as bereavement.

If you are ill, you need to refer to the Managing Attendance Policy.

### 1. Introduction and crucial information

1.1 We do need to review and manage the amount of time colleagues request absence from work and we will endeavour to grant reasonable time off and treat each matter with discretion and sensitivity on a case-by-case basis. For this reason, we ask that you provide your Academy/Department with a minimum of five (5) working days' notice of any planned absence, or as much notice as reasonably practicable.

1.2 However, there may be times when we have to decline your request or ask you to rearrange based on organisational needs. If you feel that the decision to decline has been made unfairly then you are encouraged to raise these concerns with your line manager.

1.3 The provisions within this policy relate to a 12-month period which runs from 1 September to 31 August in line with the academic year. Colleagues who work part time will be entitled to an amount pro-rata to a full time allocation, based on their working week. The maximum amount of time off that we will be able to grant is a combined total of no more than ten (10) days with pay and ten (10) days without pay. If for any reason you need to take more time we will discuss the use of annual leave (if applicable) and flexible working options including part time working. This limit is not an automatic entitlement to paid or unpaid leave and we trust that you will not see this as additional days you can be absent from work.

1.4 For some categories of leave we will use the terminology or "immediate family" which will include spouse, partner and children. "Other family" includes parents, grandparents, sibling, parents-in-law and those of partner or nominated next of kin. We would also consider stepchildren, foster and adopted children/parents within in this definition. We recognise the complex nature of relationships so will consider other relatives being included on a case by case basis and no unreasonable request will be refused.

1.5 It is not possible to list every single reason why you may ask to be absent from work and any request will be considered with discretion and sensitivity on a case-by-case basis. We do reserve the right to refuse a request or in the case of medical appointments ask that they are rescheduled where possible. We may not always be able to accommodate your request and in some circumstances it may be the case that leave is granted without pay.

## 2. Planned and Unplanned Leave

The type of leave covered under this policy includes planned leave such as hospital appointments and unplanned leave such as illness of a child and have been categorised as follows:

- **Public duty**: this includes serving as a magistrate, school governance, jury service, retained fire fighters etc.
- **Family related leave**: bereavement, time off for dependants etc.
- **Health related leave**: where you need to take time off to attend medical appointments or cancer screening, illness or injury where this involved close family etc
- **Leave for other reasons**: this list is not exhaustive and we have included events that you may wish to attend.

## 3. Public Duty Leave

Colleagues who undertake the following types of public duty are able to take a maximum of 26 half days per year. This includes:

- Serving as a magistrate or a member of an employment tribunal;
- Members of local authority, local councillor, members of any committee or sub-committee thereof;
- Member of certain public authorities eg police, health or education authority, statutory tribunal or member of prison board of visitors.

  If you receive payment for undertaking public duties then the amount of pay you receive will be deducted so that your pay reflects the amount you would have normally received.

### 3.1 Election Duties

Colleagues who stand as a candidate for parliamentary elections will be granted no more than five (5) days paid leave. For colleagues appointed by the returning officer to assist at parliamentary or local elections one (1) days paid leave.

If any further days are required these will be unpaid and subject to your Academy being able to release you.

### 3.2 Jury Service

If you are summoned to undertake jury service, this is normally for a two-week period. For the first two (2) weeks you will be paid in full as normal but after this period your pay will be reduced in order that it can be offset against you claiming loss of earnings from the court. You will therefore need to complete a loss of earnings form from the Court to ensure you continue to receive your full pay. The loss of earnings form is provided by the Court and you will need to pass this form to the People Directorate team to complete the pay information.

If you are not required to attend Court for any whole or part day, then please notify your Manager as you may be required to return to work. If your jury service ends before the expected two-week period, then you will need to return to work.

In exceptional circumstances we can write to the Court to request a postponement of the jury service. Please discuss with your Manager as soon as you receive a summons.

### 3.3 School Governors

A Chair or Vice-Chair of governors may apply for a maximum of 10 days paid leave in each year for a governing body within the Trust. For schools outside the Trust you are able to take two (2) days or four (4) half days paid leave.

If you are a member of a governing body and are required to attend meetings/events during the school day, you may be able to take unpaid leave but this will depend on whether or not your Academy are able to fulfil your request.

### 3.4 Retained Firefighters and Special Constables

You are able to take a maximum of ten (10) days paid leave to undertake duties/training if this occurs during normal working hours.

### 3.5 Reservists

Colleagues who are a reservist within the following organisations:

- Army Reserve
- Royal Navy Reserve
- Royal Auxillary Air Force
- Royal Marines Reserve

Training activities should take place outside term time or at weekends. In exceptional circumstances where the activities take place during the school term your Manager has the discretion to grant time off and whether this is paid or unpaid. Your Manager will base their decision on the amount of time you have already had off and the impact on the organisation. Any reasonable request for time off will not be refused.

As a reservist you may receive mobilisation papers. Please discuss with your Manager as soon as you receive this information and confirm the dates and possible duration of your mobilisation. We are able to apply for an exemption or deferral but will only do so in exceptional circumstances.

Whilst you are absent on military operations you will be paid by the military. Your normal pay will therefore be suspended for this period. Please talk to your pension provider (Teacher Pension Scheme or Local Government Pension Scheme) to discuss the implications on your pension.

Colleagues have a right to return to their former job within six (6) months of demobilisation on no less favourable terms had you not been absent. For more information, please contact the People Directorate.

### 3.6 Trade Union Activities

Colleagues who undertake a role as a recognised trade union representative will have a reasonable amount of time within which to undertake your duties as agreed with the Principal. Time off to undertake trade union duties will not be refused unless there is a specific requirement preventing it.

## 4. Family Related Leave

### 4.1 Ante-Natal Appointments

Colleagues are entitled to reasonable time off to attend antenatal appointments. Attendance at antenatal appointments will be paid and we may ask you to provide evidence of the appointments. Wherever possible the appointments should be made at the beginning or end of the day.

We also want to support colleagues who are partners, nominated carers or intended parents under surrogacy arrangements, to attend antenatal appointments. We recognise how important it is for you to be present and you will be paid to attend two appointments. Again, we may ask you to provide evidence of the appointments.

## 4.2 Bereavement Leave

### 4.2.1 Parental Bereavement Leave

From 6 April 2020:

Under the Parental Bereavement (Pay and Leave) Act, parents and primary carers are entitled to time off work following the death of a child. This includes adopters, step-parents, foster parents and guardians, as well as more informal groups such close relatives or family friends who have taken responsibility for the child's care in the absence of parents.

Parents or carers will be entitled to at least two weeks' leave following the loss of a child under the age of 18 or a stillbirth after twenty four (24) weeks of pregnancy. Employees with twenty six (26) weeks' continuous service will receive paid leave at full pay.

Those employees who have less than this length of service will be considered on an individual basis. In all circumstances, if you feel you need more time off, then please speak to your Manager. We can look at flexible working options, part time working or unpaid leave.

Parental Bereavement Leave can either be taken in one block or in two separate blocks of one week. It can be taken within a fifty six (56) week window from the child's death, to allow time for moments such as anniversaries, and notice requirements will be flexible so leave can be taken without prior notice.

### 4.2.2 Bereavement Leave for family or other relatives

The death of someone close, can affect people in different ways. Where this is immediate family (ie spouse/partner, parent) you can take up to ten (10) days leave, which will also include the day of the funeral. In exceptional circumstances, your SLT Manager has the authority to extend this leave by a further five (5) days. The maximum amount of paid leave that can be granted is up to ten (10) days.

For other relatives (e.g. grandparents, sibling, parents-in-law or nominated next of kin) you can take three (3) days (to include the day of the funeral). However, we understand that families are complicated so this can be extended by a further two (2) days if necessary with the agreement of your manager. The option of additional unpaid leave may also be granted.

## 4.3 Funeral of a close friend

Up to one day paid can be granted for the funeral of a close friend. However, we understand each circumstance is individual and therefore, this can be extended by a further two (2) days if necessary with the agreement of your manager. The option of additional unpaid leave may also be granted.

In all circumstances, if you feel you need more time off, then please speak to your Manager. We can look at flexible working options, part time working or unpaid leave.

### 4.4 Time off for Dependants

Time off for dependants allows colleagues to take time off during working hours to deal with unforeseen matters and emergencies. For the purpose of this type of leave a dependant is someone who depends on the colleague for care. This could be a spouse, partner, child, parent, or someone else who depends on the colleague, such as an elderly neighbour.

This type of leave allows dependants to deal with unexpected emergencies such as:

- The breakdown in the care of a dependant. This will include child care arrangements eg illness of child minder
- To put longer term care in place for children or elderly relatives
- If a dependant falls ill or is taken into hospital.

Colleagues are entitled to a reasonable amount of time off but given the emergency nature of the leave in most cases one or two days should be sufficient. A maximum of six (6) paid days may be granted in a rolling twelve (12) month period; any additional leave needed may be granted on an unpaid basis.

### 4.5 Foster Care

For colleagues who foster you will be able to take two (2) paid days a year to attend meetings and/or training which cannot be arranged outside of your work commitments or during the school holidays.

### 4.6 Fertility Treatment

Fertility leave is available to all colleagues who are receiving fertility treatment. There are physical and emotional stresses of undergoing fertility testing and treatment. Medical appointments for testing, wherever possible should be scheduled at the start or end of the day or during the school closure periods.

Whilst you are undergoing treatment you may take up to five (5) days paid leave when receiving and recovering from IUI or IVF treatment. Where you require time off due to the side effects of the treatment this will be classed as sickness absence and you should follow the relevant sickness absence process. Any sickness absence following implantation of a fertilised ovum that is related to the procedure will not count towards absence triggers.

Following implantation of the fertilised ova, you are regarded as being pregnant. A pregnancy test will normally be taken two (2) weeks after this period. If the test is positive, please refer to our Maternity Guidance. If the test is negative the protection period will end two weeks after the test.

For colleagues who wish to support their partner you are able to take two days paid leave to support them whilst they are receiving IUI or IVF treatment. As with medical appointments you will be asked to provide evidence of the appointments you wish to attend. If the fertility treatment is successful, you will be able to take two days paid leave to attend ante-natal appointments.

## 5. Health Related Leave

### 5.1 Illness/Injury

If an immediate family member suffers a critical illness or is seriously injured, you are able to take up to five (5) days paid leave within the year. If you require further time off

after the five days, we may be able to agree a period of unpaid leave or flexible working options. Additional paid leave may be awarded at the discretion of your Manager on a case by case basis.

**5.2 Impairment Related Leave**

Impairment related absences may occur when disabled colleagues have to take leave due to external circumstances which affect their ability to attend work. This leave is applicable due to the:

- Breakdown of usual arrangements at work, for example: sickness of personal assistant,
- malfunction of aid or adaptation, alteration to work premises, lifts, toilets, car parking etc. which prevent colleagues from attending or remaining at work and where no suitable alternative arrangement or work (e.g. at home/other site) can be found.
- Breakdown of usual arrangements which make it unreasonably difficult to get to the Academy/Department. For example, mobility aids such as wheelchair, artificial limb or car breakdown in the absence of a suitable accessible alternative.
- Unfavourable weather conditions which put the colleague at risk. For example, ice, snow, fog or strong winds, etc.

This leave applies when an absence is unavoidable, and is related to a disability, but is not due to illness/sickness. This will avoid disabled colleagues having to take leave that is then inappropriately classified as sick leave. Colleagues will be able to take three (3) days paid leave in the year.

**5.3 Medical and Dental Appointments**

If you need to attend routine medical or dental appointments, then these should be arranged at the start or end of the day or during the school holidays and will be unpaid. For hospital and non-routine medical appointments, we will provide paid leave up to three (3) appointments per academic year. In cases of more serious health conditions, this will be extended on a case by case basis to allow you to undertake your treatment without worrying about pay.

**5.4 Medical Appointments for Dependents**

As with routine medical/dental appointments, we would ask that these are arranged at the start or end of the day as far as reasonably practicable and will be unpaid. If your dependent is undergoing medical treatment you may take a maximum of two (2) paid days per year, however this may be extended by your Manager on a case by case basis.

**5.5 Bone Marrow Donor**

For colleagues who donate bone marrow, you will be able to take a maximum of three (3) weeks paid leave. This leave will not count towards your sickness entitlement.

**5.6 Cancer Screening**

Appointments for cancer screening will be paid.

**5.7 Elective Surgery**

Requests to attend medical appointments for elective surgery will be considered on an individual basis. If the elective surgery is for cosmetic reasons, then any time off will be unpaid and colleagues are advised to arrange any surgery during the school closure periods. If you experience complications as a result of the cosmetic surgery you will need to provide a doctor's certificate to access occupational sick pay.

Where elective surgery takes place as a result of medical advice this will be treated as sickness absence and will be paid. In this case we will ask colleagues to provide us with evidence from their medical practitioner.

## 6. Leave for other reasons

### 6.1 Examinations and Study Leave

If you are undertaking examinations as part of your professional development you will be able to take paid leave to take the examination. Paid study leave can be agreed as part of an educational sponsorship agreement.

### 6.2 Domestic Crisis

There are circumstances where colleagues may be absent due to a domestic crisis, which will include damage or disruption to property and you will be able to take up to one day's paid leave to resolve the emergency.

### 6.3 Religious/Cultural Observance

Wherever possible requests for leave to attend religious or cultural observance should be taken within the normal leave arrangements. Where this is not possible due to the timing of the religious festival, a day's paid leave may be granted, provided organisational needs can still be met.

### 6.4 Time off to attend children's assemblies / Graduation

We recognise the importance of celebrating children's successes and wherever possible we would like to accommodate our staff in being able to participate in such events. Therefore, we allow up to one day's paid leave (per child), which can be booked in one hour blocks, if applicable.

In all circumstances, if you feel you need further time off, then please speak to your Manager. We can look at flexible working options or unpaid leave.

### 6.5 Wedding

If applicable, annual leave should be used to attend weddings. For colleagues who work term time only and for teaching colleagues leave will not be granted for their own wedding during term time.

For time off to attend the wedding of an immediate family member (including your partner's immediate family), one day with pay can be requested. Unavoidable travelling time in excess of this will be considered without pay.

Time off to attend the wedding of someone other than a member of your or your partner's immediate family, one day without pay may be granted.

### 6.6 Moving House

Colleagues will be able to take one (1) paid day per year to move house.

### 6.7 Interviews

Interviews for posts at other schools pay will be at the discretion of your Manager. Visits to schools prior to applying for a post should wherever possible be arranged in your own time, unless the receiving school is unable to accommodate this. In these circumstances reasonable time may be allowed with pay. If part of the interview process for a teaching post and requires you to visit the school, then leave with pay is allowed.

Where interview related absence becomes a recurrent feature and the balance of service delivery is affected, where the leave can be accommodated it will be unpaid.

**6.8 Annual Leave**

Annual leave will only apply to colleagues who work 52 weeks of the year. This is also described as all year round contracts. Holiday entitlement is dependent on grade and length of service and you should refer to your contract of employment which will confirm how much holiday you are entitled to.

All holiday must be authorised by your line manager and whilst every effort will be made to accommodate the dates requested, the needs of your Academy/Department will need to take precedence. It maybe we have to decline your request or ask that you take your holiday at a different time.

Depending on where you work there will be different core/peak periods of working and your manager will take this into account when considering your request for leave. Leave for more than ten (10) days may only be agreed in exceptional circumstances and subject to the needs of the business.

Annual leave should be taken within in the leave year. If you are unable to take leave because we have asked you to rearrange or cancel, then any outstanding days can be carried over but have to be used within two (2) calendar months.

**7. Things to think about**

We trust that you will only ask for leave when you need it.

Just so it is clear, you may need to ask for leave in an emergency, but this is for unexpected emergencies and not for things you know about beforehand. If you need this leave regularly we will need to talk about alternative arrangements, such as adjusting your pattern of work.

For medical appointments, including fertility treatment, we will ask you to provide evidence in the form of appointment letters/texts/emails. If the appointments are routine eg blood tests, then we will ask you to rearrange, where possible, if this is during the working day. If you are taking an excessive amount of time off for medical reasons we may refer you to occupational health to understand what support is required.

**8. If you need further support**

You may need additional support, so remember you can contact the Employee Assistance Programme available to all employees. This service will provide confidential support, information and advice. You can call them on 08000 856 148.