

Table of Contents

Section	Page
Statement of Intent	3
1. Legal framework	4
2. Scope	4
3. Roles and responsibilities	4
Section A: Annual Leave	6
1. Annual leave provision	6
2. Bank Holidays	6
3. Teachers annual leave	6
4. Support staff annual leave	7
5. Absence	7
6. Annual leave on termination of employment	8
Section B: Leave of Absence	9
1. Leave of absence provisions	9
2. Requesting additional leave	9
3. Appeal	9
4. Dependants	9
5. Bereavement following the death of a dependant, relative or close friend	9
6. Statutory paternal bereavement leave and pay	10
7. Statutory carer s leave	10
8. Illness of, or emergency involving, a dependant	11
9. Special events	12
10. Moving house	12
11. Sporting events	12
12. Urgent domestic reasons	12
13. Bad weather conditions	13
14. Interview	13
15. New appointments	13
16. Jury service/witness summons/Justice of the Peace (Magistrate) duties	14
17. Other public duties	14
18. Examination and revision leave	14
19. Religious observance	14
20. Routine dental and medical appointments	14
21. Disability-related medical appointments	15
22. Time off to carry out Trade Union duties	15
23. Time off to take part in Trade Union activities	15
24. Time off to train	15

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

- b. Teachers on the leadership scale, or centrally employed staff on teaching contracts but not paid on the national pay scales, may be required to work at additional times as the Trust may reasonably direct.
- c. Teachers are not permitted to request annual leave to take a holiday within term-time.

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

- b. If, on their return from sick leave, they are still within the same annual leave year, they will be entitled to take the totality of the annual leave they have accrued before the end of the annual leave year. If this is not possible before the end of the annual leave year, the employee will be entitled to carry over enough annual leave to ensure they receive the statutory allowance in the annual year.
- c. If, on their return from sick leave, they have entered a new annual leave year, they will only be entitled to carry over enough annual leave to ensure they have received the statutory allowance in the previous annual leave year.
- d. Employees (non-teaching) on a 52-week contract have the right to claim sickness absence if they become ill whilst on holiday. However, this will only be considered when accompanied by a Fit Note.

6. Annual leave on termination of employment

- a. On termination of employment, employees will be entitled to be paid for annual leave accrued but not taken as at the date of termination of employment. If on termination of employment an employee has taken more annual leave than he or she has accrued in that holiday year, an appropriate deduction will be made
- b. The Trust may require an employee to take all or part of any outstanding holiday entitlement during a period of notice to terminate the employment or during garden leave.

Section B: Leave of Absence

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

5.2. Employees will be granted up to 5 days paid leave in any 12-month rolling period.

5.3.

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

8.6. If an employee is unable to return to work it may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

9. Special events

9.1. The Trust may grant each employee up to 1 day of paid leave, in any rolling 12-month period to allow employees to attend special events, for example, their sports days and school plays, weddings, etc.

9.2. Any additional leave may be granted by the individuals permitted to approve additional leave as set out in section 11.2 and will be on an unpaid basis.

9.3. This part of the policy does not permit Trust employees to take time off for their own wedding. Employees must arrange their own weddings to take place during school closure periods or non-working days.

10. Moving house

10.1. The Trust recognises that there may be times during the academic term when employees may wish to take time off to move house and it may not always be possible to arrange for this to take place during school closure periods.

10.2. Any requests for such leave should be made in writing to the individuals permitted to approve additional leave as set out in section 11.2 as soon as is possible and at least two weeks in advance of the date on which leave is requested.

10.3. Employees may be granted 1 day paid leave in any rolling 12-month period for moving house.

10.4. Any additional leave may be granted by the individuals permitted to approve additional leave as set out in section 11.2 and will be on an unpaid basis.

11. Sporting events

11.1. The Trust recognises that there may be times during the academic term when employees may wish to take time off to compete in a sporting event and it may not always be possible to arrange for this to take place during school closure periods.

11.2. Only sporting events at a national or international level will qualify for any period of leave.0.000008866 0 594.96 842.04t g0 G[)JTJETCMC /Span #M66(t)W*nBTg.96 842.04 reW*

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

- 12.2. On these occasions, the Trust will pay an employee for the remainder of the day where the employee has had to leave or is unable to attend, to manage the situation.
- 12.3. The employee should make every effort to resolve the situation and return to work as soon as possible.
- 12.4. The Trust will grant up to one paid day in any 12-month rolling period, any subsequent urgent domestic reasons will be granted as unpaid leave.
- 12.5. Any subsequent time off after the initial day must be requested as unpaid leave and will be granted at the discretion of the individuals permitted to approve additional leave as set out in section 11.2.
- 12.6. Where appropriate employees may be able to work from home in these situations.

13. Bad weather conditions

- 13.1. There may be circumstances when an employee is unable to attend work due to bad weather. If your place of work is fully closed, then employees will be paid. If the place of work remains open to employees, then attendance is expected unless otherwise directed by the Head Teacher or ELT. Absence of this type will be managed in accordance with the provisions for domestic emergencies in section 20.
- 13.2. The Head Teacher or ELT may direct employees to work from home where appropriate.

14. Interviews

- 14.1. The Trust recognises the increasing tendency for prospective employers to require interviewees to attend for more than one day, especially for management posts. There is also a growing tendency to expect prospective candidates to undertake a preliminary visit before the formal interviews.
- 14.2. In order to maintain a fair balance between the operational needs of the Trust and to minimise the burden on other employees, and to be fair to employees who will be seeking to further their career, the Trust will grant leave of absence for interviews as follows:
- 14.3. The Head Teacher/ELT is empowered to approve up to a maximum of 5 days paid leave of absence for interviews in any rolling 12-month period, to cover both formal and informal stages of the process, during any one academic year.
- 14.4. Further leave of absence for this purpose will normally be agreed and will be on an unpaid basis.
- 14.5. For support staff any days beyond the initial 5 days could be made up during holiday periods, instead of being on an unpaid basis, provided that their work can be carried out during holiday time.

15. New appointments

- 15.1. -month period will be considered for visits to your new employer.

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

15.2. Up to 2 days unpaid leave in any rolling 12-month period will also be considered to allow additional visits

16. Jury service/witness summons/Justice of the Peace (Magistrate)

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

Where employees need to attend appointments linked to their health, arrangements should be discussed and agreed with their line manager.

21. Disability-related medical appointments

21.1. Disability leave is distinct from sick leave. Paid time off will be granted by the academy for any employee having a disability as defined by the E

D E F

D D

To be completed, where possible, a minimum of two weeks prior to the first date of the requested period of leave.

Please attach proof of appointments if appropriate.

Employee Name:	_____
Job Title:	_____
Place of Work:	_____
Reason for Leave of Absence Request:	_____
Leave Start Date:	_____
Leave Start Time:	_____
Leave End Date:	_____
Leave End Time:	_____
Total days requested:	_____

Signed: _____ Date: _____

D

For completion by Head Teacher, ELT, CEO or Trust Board as appropriate
(as detailed in section 11.2 of the Annual Leave and Leave of Absence Policy).

The request for leave of absence is:	Approved	Not Approved
If approved, the leave of absence will be:	Paid	Unpaid

Signed: _____ Date: _____

Print Name: _____

Job Title: