



Academy Leave of Absence Policy

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Academy Leave of Absence Policy

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1. Introduction

- 1.1 As the employer of staff in our Academies, Northern Education Trust (NET) recognises the statutory responsibilities relating to employment. Day to day management of staff is delegated to the *Principal (or nominated representative) and line managers in each Academy. Throughout this document reference is made to the responsibilities held by each Governing Body / *Principal for operational purposes. Ultimate responsibility rests with the Trust.
- 1.2 The Trust recognises that there are times when staff need to request leave of absence for various reasons and these requests will be supported wherever possible. However, the Academy's overarching priority is to provide a high quality education to pupils, and all requests for special leave of absence will be considered in this context.
- 1.3 There is a requirement that all requests are dealt with in a consistent manner and all staff should understand the need for transparency and fairness. This policy sets out the approach to be adopted to deal with requests for time off from work, and the circumstances in which paid and unpaid leave may be granted.
- 1.4 This policy was ratified by the Trustees on 6th October 2017 following consultation with Trade Unions. It will be reviewed from time to time in consultation with Trade Unions.
- 1.5 Where there is clear evidence that an individual's contractual terms are protected under TUPE and they are more financially advantageous than those detailed in this policy, the more beneficial TUPE protected terms will continue to apply.

2. Who This Policy Applies To

- 2.1 This policy will apply to all staff working in the Academy.
- 2.2 Teachers and term time only support staff have contracts of employment which provide for annual holidays to be taken during periods of school closure.
- 2.3 This policy sets out the circumstances in which staff may request a leave of absence during term time, and incorporates entitlements provided for in law and the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and the NJC Terms and Conditions (Green Book).
- 2.4 Support staff with whole time contracts may wish to consider requesting annual leave or time off in lieu where appropriate, in circumstances where the policy provides for unpaid leave only, if they wish to be paid for the time off.

3. Roles and Responsibilities

- 3.1 The *Principal is responsible for considering requests for time off under the terms of this policy. The *Principal is responsible for ensuring that decisions about time off are made fairly and consistently within the Academy.
- 3.2 The *Principal is responsible for communicating any decision regarding time off in a timely manner.
- 3.3 The *Principal should nominate an individual in the Academy (usually the Business Manager or Office Manager) responsible for notifying payroll of any leave granted without pay or where pay will be affected.

- 3.4 The Academy must keep a record of all requests for leave of absence (paid or unpaid), including requests that are not granted, so that the application of this policy can be properly monitored.
- 3.5 Employees are responsible for ensuring that requests for Leave of Absence are made on the Leave of Absence Request Form (Appendix 1) and in accordance with this policy, and reasonable notice should be given.
- 3.6 The Trust HR Function are responsible for advising *Principals of the application of this policy.

4. Principles

- 4.1 Requests for time off should be made in writing on a Leave of Absence Request Form, although urgent 'on the day' requests may be made by telephone and the form completed retrospectively.
- 4.2 In some circumstances it may be appropriate for the *Principal to seek supporting information / documentation when considering a request for time off. Regard should be given to the confidential nature of the information which may be given.
- 4.3 Time off must be approved in advance before it is taken, unless it is impractical to do so.
- 4.4 Allowances are per academic year, unless otherwise specified.
- 4.5 Allowances should be pro-rata'd for part time staff.
- 4.6 Unpaid leave for teachers is calculated at a daily rate or part daily rate based on the day's salary being 1/365th of a year for each day of the period of absence.
- 4.7 Unpaid leave for support staff is calculated based on the individual's normal hourly rate multiplied by the number of hours of unpaid absence.
- 4.8 For the purposes of this policy, a 'close relative' would usually be defined as the individual's immediate family i.e. spouse / civil partner, child, parent, sibling. However, requests for time off in relation to relatives not covered by this definition should be dealt with sympathetically based on individual circumstances e.g. in circumstances where an employee has been brought up by grandparents / aunt and / or uncle.
- 4.9 In determining the levels of reasonable absence where discretion exists, the *Principal will take into account the cost to the academy in terms of salary, cover arrangements and disruption to educational provision, and the circumstances of the individual, including previous paid and unpaid leave granted.
- 4.10 If there are concerns about the use of this policy, this will be discussed with the employee concerned in the first instance. If there is evidence of deliberate misuse of the policy, reference will be made to the academy's Disciplinary Policy.
- 4.11 If an employee takes leave without permission from the *Principal, the leave will be considered to be unauthorised, unpaid leave and may result in disciplinary action in line with the academy's Disciplinary Policy.
- 4.12 If an employee considers that a decision has been made unfairly, or not in accordance with this policy, they should refer to the academy's Grievance Policy.
- 4.13 It should be recognised that the *Principal will make every effort to adhere to the conditions relating to requests for leave of absence and to granting leave in accordance

with this policy. However, it should also be recognised that from time to time the arrangements in the academy may be such that requests for leave may have to be declined in order to maintain continuity of service and educational provision.

5. Leave of Absence Procedures (A-Z)

Reason	Days Entitlement	Paid/Unpaid
ACCOMPANY SON / DAUGHTER / DEPENDANT TO COLLEGE / UNIVERSITY		
University / College Interview	1 day per year	Paid
Assist son / daughter moving to college / university	1 day per year	Unpaid
ADOPTION LEAVE For further information and details on eligibility please refer to the relevant Academy Adoption Policy		
Please refer to the relevant Academy Adoption Policy		
ADOPTION SUPPORT LEAVE For further information and details on eligibility please refer to the relevant Academy Paternity and Maternity Support Leave Policy		
Please refer to the relevant Academy Paternity and Maternity Support Leave Policy.		
ANTENATAL CARE – PREGNANT EMPLOYEE		
<p>I.e. medical examination, midwife appointments, relaxation classes and parent craft classes.</p> <p>The *Principal may wish to see evidence of appointments.</p>	As required	PAID
ANTENATAL CARE – RIGHT OF A PARTNER TO ATTEND ANTENATAL APPOINTMENTS		
The partner of a pregnant woman is entitled to time off to attend up to two antenatal appointments. Paid time off can be requested for one appointment, a second appointment would be unpaid.	Up to 2 appointments plus travel time	<p>1 X PAID</p> <p>1 X UNPAID</p>
BLOOD AND BONE MARROW DONORS		
<p>Blood Donors</p> <p>Wherever possible, appointments should be made outside of the school day.</p> <p>Up to 3 occasions per year subject to each appointment not exceeding 3 hours and having been agreed in advance with the *Principal, subject to operational</p>	Up to 3 occasions per year	PAID

<p>requirements.</p> <p>Employees who have a rare blood type and are called more frequently, the extent and timing of paid leave should be agreed with the *Principal</p> <p>Bone Marrow Donors</p> <p>Up to 5 days paid leave can be agreed with the *Principal for the donation procedure and recovery time.</p>	<p>Up to 5 days</p>	<p>PAID</p> <p>PAID</p>
COMPASSIONATE LEAVE (BEREAVEMENT AND SERIOUS ILLNESS)		
<p>In the case of the serious illness or death of a close relative.</p> <p>If extensive travel is involved, unpaid leave may be granted.</p> <p>Time off to attend a funeral in any other circumstances.</p> <p>In the case of terminal illness of a close relative, advice should be sought from HR.</p>	<p>Up to 5 days (including the funeral)</p> <p>Up to 3 days</p> <p>Up to 1 day</p>	<p>PAID</p> <p>UNPAID</p> <p>UNPAID</p>
DEPENDANT / EMERGENCY LEAVE		
<p>Unforeseen illness of a dependent or domestic emergency.</p> <p>Reasonable amount of time off to deal with certain unexpected emergencies and to make any necessary longer term arrangements.</p>	<p>Up to 2 days in a 12 month period</p> <p>Reasonable amount</p>	<p>PAID</p> <p>UNPAID</p>
DISABILITY LEAVE		
<p>Please see section 6 for further information.</p>	<p>Reasonable amount</p>	<p>PAID</p>

ELECTIVE SURGERY OR DENTISTRY		
Please see section 7 for further information.		
EXAMINATIONS (EMPLOYEE SITTING EXAMINATIONS)		
Sitting an approved examination directly related to work and approved by the academy.	Duration of each written paper plus travel time	PAID
Study leave – taken within 4 weeks preceding the exam.	Duration of each written paper	PAID
Sitting an examination not related to work.	Leave may be approved at the discretion of the *Principal	UNPAID
EXAMINATIONS (CATEGORY A OR B EXAMINING GROUP ASSESSMENT ACTIVITIES IN LINE WITH APPENDIX II OF THE BURGUNDY BOOK – MEMORANDUM OF AGREEMENT FOR THE RELEASE OF TEACHERS)		
Paid leave from duties in connection with external examinations shall be available for teachers in certain circumstances, as set out in the memorandum of agreement for the release of teachers, for the purpose of the GCSE, GCE, A Level and A/S Level examinations.	<p>Up to 10 days per year, approved in advance by the *Principal. Up to 12 days per year for Chairman of Examiner duties.</p> <p>The amount of release time required will vary according to the post in which the teacher is serving and the subject.</p> <p>The teacher must inform the *Principal as soon as they are notified by the Examining Group that their services are required. The *Principal may wish to see confirmation of this.</p> <p>The reimbursement of any travel and other proper expenses incurred by the teacher in carrying out such work is the responsibility of the Examining Group.</p> <p>The Academy will be reimbursed for the loss of services of a teacher. The teacher should request the relevant reimbursement form from the Examining Group and submit this to the *Principal, specifying the dates on which work was carried out. The *Principal should forward the form to the Academy Business Manager / Office Manager so that the Academy can be reimbursed by the Examining Group.</p>	PAID

FERTILITY TREATMENT (In Vitro Fertilisation)		
Please see section 8 for further information.	Up to 2 days for treatment up to a maximum of 2 treatments in a rolling 12 month period. If time off is required beyond this, the employee may be allowed to take unpaid leave.	PAID UNPAID
FOSTERING		
For information on Fostering for Adoption please refer to the Academy Adoption Policy		
The Academy is supportive of employees who wish to foster children. Any employee who applies to foster will be entitled to 5 days leave (pro rata for part time employees) towards pre and post approval training. Any additional time required should be covered where appropriate by Unpaid Leave.	5 days	PAID
GRADUATION, INVESTITURE, PASSING OUT PARADE, AWARD CEREMONY		
To attend the employee's own ceremony or that of the employee's immediate family. 'Award Ceremony' for these purposes would be a prestigious academic or national award, or Queen's honour.	1 day	PAID
INTERVIEWS		
Time off for interviews in a school or academy, or a post within the education sector.	Reasonable time off agreed in advance with the *Principal. Excessive requests may be refused or taken as unpaid leave.	PAID
Time off for an interview for any other organisation or sector.	Reasonable time off agreed in advance with the *Principal will be granted on an unpaid basis UNLESS the employee is at risk of redundancy or under notice of redundancy, in which case reasonable paid time off will be granted.	UNPAID PAID if at risk of or under notice of redundancy.
JURY SERVICE AND ATTENDANCE AT COURT		
Time off for Jury Service	The employee should provide the *Principal with the Certificate of Loss of Earnings. The *Principal / Business Manager should complete the sections of	PAID (subject to the deduction of any monies received from

<p>If an employee is presented with a witness summons or court order for a reason unrelated to work.</p> <p>If an employee is attending court in any other circumstances unrelated to work, e.g. supporting a family member.</p> <p>If an employee is attending court as a witness on behalf of, or at the request of, the Academy or Northern Education Trust</p>	<p>the certificate relating to the employee's details and whether they will be able to return to work if they are released, and forward to payroll to complete the earnings section. Payroll will send this direct to the employee.</p> <p>The employee should present the completed certificate to the court. Upon completion of Jury Service, the court will pay the employee's claim and provide them with an invoice confirming the amount paid. The employee should provide this to the *Principal / Business Manager, who will forward the form to payroll.</p> <p>Payroll will deduct the amount paid to the employee by the court for loss of earnings.</p> <p>The employee would be required to return to work if they are advised that they are not required for Jury Service on that day.</p> <p>Prior approval should be sought from the *Principal. Up to two days may be granted with pay, payroll will deduct any amount paid to the employee for loss of earnings.</p> <p>Leave may be granted with prior approval from the *Principal.</p>	<p>the court for loss of earnings)</p> <p>PAID (subject to the deduction of any monies received from the court for loss of earnings)</p> <p>UNPAID</p> <p>PAID</p>
<p>MATERNITY LEAVE For further information and details on eligibility please refer to the relevant Academy Maternity Policy</p>		
<p>MATERNITY SUPPORT LEAVE For further information and details on eligibility please refer to the relevant Academy Paternity & Maternity Support Leave Policy</p>		

MEDICAL & DENTAL APPOINTMENTS		
Routine GP and Dental Appointments	Appointments should be made outside of normal working hours.	
Emergency GP and Dental Appointments if the treatment is essential and cannot be done outside of normal working hours	Reasonable time off agreed by the *Principal.	PAID
Hospital Appointments	Reasonable paid time off for appointments outside of the employee's control. The *Principal may ask to see proof of the appointment. Where possible, appointments should take place outside of normal working hours.	PAID
	Employees with a disability as defined by the Equality Act 2010 who need to attend medical appointments for a reason related to their disability will be given reasonable paid time off to attend the appointment.	PAID
	In all circumstances where paid time off is given to attend an appointment, the employee would be expected to attend work before and / or after the appointment if they could be reasonably expected to do so.	
MEDICAL SCREENING FOR CANCER		
This may include a colonoscopy, cervical smear test or mammogram.	Reasonable time off agreed in advance with the *Principal.	PAID
MOVING HOUSE		
Teachers and support staff working term time only should arrange to move house at a weekend or during periods of school closure. In exceptional circumstances, when unable to do so, 1 day's unpaid leave shall be granted.	1 day	UNPAID
Support staff on whole time contracts may apply for 1 day's unpaid leave to move house, or may wish to use annual leave for this purpose.		

PARENTAL LEAVE		
For further information and details on eligibility please refer to the Academy Parental Leave Policy.		
PARLIMENTARY ELECTION CANDIDATE		
Local Elections	1 day for polling day	PAID
UK and Europe	Up to 2 days including polling day	PAID
PATERNITY LEAVE		
For further information and details on eligibility please refer to the relevant Academy Paternity and Maternity Support Leave Policy.		
PERSONAL (Sporting, Cultural)		
Participation in a National Team Event or in recognition of an event of broad value to the Trust or region.	Up to 3 days, with prior approval from the *Principal. Additional unpaid leave may granted at the discretion of the *Principal.	PAID (providing that no payment is received for participating in the event).
PUBLIC DUTIES		
The provisions cover Justice of the Peace and members of the following public bodies: <ul style="list-style-type: none"> • A local authority, a statutory tribunal, • a police authority, • The Service Authority for the National Criminal Intelligence Service or the Service Authority for the National Crime Squad, • a board of prison visitors or a prison visiting committee, • a relevant health body, • a relevant education body i.e. a school governor. 	Up to 10% of working time, based on the needs of the particular public body and the requirement of the Academy to maintain continuity of service and educational provision.	PAID (less any allowances received)
REDUNDANCY (Compulsory)		
For further information please refer to the Academy Redundancy Policy		
Employees serving notice have the right to paid leave and support where reasonable, to look for new employment or arrange training for future employment. Each case to be considered on request.	Reasonable time off with prior approval from the *Principal.	PAID

RELIGIOUS FESTIVALS		
For further information please refer to the Academy Guidelines for Observation of Religious Duties		
RESERVE FORCES		
Teachers and support staff working term time only when summer training camp does not take place during a period of school closure.	Up to 2 weeks	PAID (less any deductions for payments received from the Forces)
Support staff on whole time contracts required to attend summer camp.	2 weeks	PAID (less any deductions for payments received from the Forces)
Payroll will deduct any monies received from the relevant Force from the employee's salary received whilst on paid leave.		
Employees mobilised for service.	Duration of assignment	UNPAID
Any allowance received from the Reserve Forces whilst on paid leave will be deducted from salary.		
RETAINED EMERGENCY SERVICES e.g. FIRE SERVICE, RNLI		
The *Principal may wish to agree in principle that employees are allowed to volunteer for a Retained Emergency Service subject to the exigencies of the Academy.	Reasonable amount of time off.	UNPAID. In the event of a significant emergency incident, this will be topped up to full pay.
Payroll will deduct any monies received from the relevant Emergency Service from the employee's salary received whilst on paid leave.		
TRADE UNION OFFICIALS		
Teachers and support staff will be allowed reasonable time off from their duties for the performance of their responsibilities as local officers of a recognised Trade Union, in line with the provisions of the relevant conditions of service.	Reasonable amount	PAID
Please see Section 12 for further information.		

WEATHER		
<p>Where a academy remains open (whether or not it is open for pupils) employees are expected to make every effort to attend work. Where unable to do so, alternative arrangements should be considered, i.e. appropriate professional duties at home, undertaking duties at another NET Academy or office.</p> <p>If unable to do any of the above, one day's paid leave per year will be granted in exceptional circumstances. Any additional leave will be unpaid.</p> <p>If the *Principal makes the decision to close the academy to pupils and staff, employees should be directed, where appropriate, to undertake appropriate professional duties off site. Where this is not practical as there is no or insufficient work to be done during the period of closure, staff will be granted paid leave of absence.</p>	<p>If the academy remains open</p> <p>1 day</p> <p>If the *Principal makes the decision to close the academy and there is no or insufficient work to be done during the period of closure</p>	<p>PAID</p> <p>PAID</p>
WEDDING / CIVIL PARTNERSHIP		
<p>Teachers and support staff on term time only contracts are expected to arrange their own wedding / civil partnership during periods of school closure and leave of absence will not normally be granted for this purpose.</p> <p>In exceptional circumstances beyond the employee's control where this is not possible (e.g. the employee's partner is serving in HM Forces and periods of leave are restricted), the *Principal may authorise up to 3 days paid leave. The *Principal may wish to see evidence that leave is restricted.</p> <p>Support staff on whole time contracts would be expected to take annual leave for any leave required in relation to their own wedding / civil partnership.</p> <p>To attend the wedding / civil partnership of an immediate relative (child, sibling or parent).</p>	<p>Up to 3 days</p> <p>1 day</p>	<p>PAID</p> <p>ANNUAL LEAVE</p> <p>PAID</p>

6. Disability Leave

- 6.1 Disability Leave is intended to provide disabled employees with reasonable paid time off work for reasons related to their impairment.
- 6.2 Employees may be granted paid leave for a reason relating to their disability when this is prescheduled and for a fixed period of time. Time off could be granted for:
- Appointments
 - Treatment
 - Rehabilitation
- 6.3 Previously this type of absence may have been recorded as sick leave or the employee has opted to take unpaid leave or where applicable, use their annual leave to accommodate such absences. The intention is to avoid employees being in the situation where they may potentially end up with a poor attendance record or where applicable no annual leave.
- 6.4 The Equality Act 2010 requires the Trust to remove any disadvantage that disabled employees are facing. Disability Leave is a “reasonable adjustment” under the Equality Act.
- 6.5 Disability Leave must only be taken if the employee is well, if an employee is unwell or unfit for work as a result of their disability or any associated treatment or therapy, then the Academy Attendance Management Policy applies. Please refer to the Academy Attendance Management Policy for further information.
- 6.6 Examples of Disability Leave might be:
- Hearing aid tests, physiotherapy, training with a guide or hearing dog, psychotherapy etc.
- or
- A reasonable period of time off work where, based on medical advice it is not appropriate to remain at work or be redeployed while reasonable adjustments are being made by the Trust (such time off will not be taken into account when considering possible dismissal on the grounds of medical incapability).
- or
- An extension to a phased return period if this is recommended by Occupational Health or the employee’s GP.
- 6.7 The *Principal may grant a **reasonable amount** of paid time off for disabled employees who need to be absent from work for reasons connected with their disability. Leave may be taken in a “block” or individual days.
- 6.8 As these absences are pre-planned, the employee must give reasonable notice of the date it is to be taken, clearly stating the reasons and providing supportive evidence such as appointment cards and doctors letters where appropriate.

What is deemed as a reasonable amount?

- 6.9 It is impossible to give definitive guidelines for the amount of Disability Leave an employee may need because individual's disabilities, personal management strategies and circumstances are so different.
- 6.10 People may have the same disability but different coping mechanisms. These individual personal coping and management factors need to be considered in assisting the individual. It may not be clear if the employee's absence is related to their disability or not. This can be the case especially with people with mental health issues.
- 6.11 The individual's needs are a practical management issue to be resolved without the disabled individual feeling vulnerable or being disadvantaged. Employees with disabilities need to feel confident and supported when they approach the *Principal with such issues. Employees should be fully consulted about any decision made or advice received.

7. Elective Surgery/Dentistry

- 7.1 Elective surgery or dentistry is treatment that is not considered to be medically necessary unlike planned surgery for legitimate medical purposes. It may include cosmetic surgery, which is concerned with the enhancement of appearance through surgical and medical techniques, for example face lifts or breast implants. It also includes other procedures such as laser eye treatment and teeth whitening.
- 7.2 Teachers and support staff with term time only contracts should arrange for elective surgery to take place during periods of school closure, and time off during term time will not be granted for this purpose.
- 7.3 Support staff with whole time contracts would be expected to arrange elective surgery in their own time, and may request a period of unpaid or annual leave for this purpose.
- 7.4 Absences due to medical procedures such as liposuction, breast enlargement or reduction, removal of facial warts and moles, removal of tattoos or surgical contraception will be treated as sickness absence only if evidence is produced to indicate that the surgery was recommended by a GP or specialist on medical grounds.
- 7.5 In circumstances where surgery is not linked to medical advice and results in further absence due to complications, such as infection, the period of absence following surgery should be regarded as sickness absence.

8 Fertility Treatment

- 8.1 The Academy will grant up to 2 days paid leave in any rolling 12 month period for an employee to undergo fertility treatment up to a maximum of 2 occasions, with prior approval from the *Principal. If an employee's partner is undergoing fertility treatment they can apply for reasonable unpaid leave, to be approved in advance by the *Principal. If the employee requires time off beyond the permitted number of days, the employee may nevertheless be allowed to take time off as unpaid leave for this purpose.

9 Jury Service and Attendance at Court

- 9.1 Where an employee is called up for jury service they should contact their line manager to request time off work. In requesting time off an employee should provide a copy of the court summons and submit a claim to the court for loss of earnings.

- 9.2 The employee will continue to be paid whilst on jury service at the normal rate of pay, subject to the deduction of any monies received from the court in respect of loss of earnings.
- 9.3 The employee should provide the *Principal with the Certificate of Loss of Earnings, which they receive with the letter confirming jury service. The *Principal / Business Manager should complete the sections of the certificate relating to the employee's details and whether they will be able to return to work if they are released, and forward to payroll to complete the earnings section. Payroll will send this direct to the employee.
- 9.4 Once the employee receives the completed certificate from payroll, they should present this to the court. Upon completion of jury service, the court will pay the employee's claim and provide them with an invoice confirming the amount paid. The employee should provide a copy of the invoice to the *Principal, for forwarding on to payroll.
- 9.5 Payroll will deduct the amount paid to the employee by the court in respect of loss of earnings. Any expenses paid by the court to the employee (e.g. travel and meal expenses) will not be deducted.
- 9.6 The employee would be required to return to work if they are advised that they are not required for Jury Service on that day.
- 9.7 If an employee is presented with a witness summons or an order for a reason unrelated to work, up to two days may be granted with pay. Payroll will deduct any amount paid to the employee by the court for loss of earnings. Expenses can be claimed through the court.
- 9.8 If an employee is attending court in any other circumstances unrelated to work, e.g. supporting a family member, the *Principal may approve time off on an unpaid basis.

10 Public Duties

- 10.1 Employees who wish to undertake public duties should provide written notification to their line manager of the dates required and the expected length of the absence. This notification should be provided as far in advance as possible.
- 10.2 The provisions cover Justice of the Peace and members of the following public bodies:
- A local authority;
 - A statutory tribunal;
 - The Service Authority for the National Criminal Intelligence Service or the Service Authority for the National Crime Squad;
 - A board of prison visitors or a prison visiting committee;
 - A relevant health body;
 - A relevant education body i.e. a school governor;
- 10.3 Employees will be allowed up to a maximum of 10% of their working time to undertake public duties. Time off must be agreed in advance with the *Principal and the employee must provide adequate notice.
- 10.4 Payment will be at full salary minus any payment which the employee receives in respect of their duties. Employees therefore have a duty to inform the *Principal of any payment they receive for any public duty appointment.

11 Trade Union Members

- 11.1 An employee who is a member of a Trade Union recognised by the employer is permitted reasonable time off during working hours, without pay, to take part in trade union activity, for example to attend meetings to discuss and vote on the outcome of negotiations with the employer, to vote in union elections, or to access the services provided by the Union Learning Representative. There is no right to time off for Trade Union activities which themselves consist of industrial action.

12 Trade Union Representatives and Officials

- 12.1 Current employment legislation and the provisions of the relevant conditions of service document for teachers and support staff requires the Academy to permit a teacher or member of support staff who is an official of an independent recognised trade union to take reasonable paid time off to carry out industrial relations duties and to undergo training. The *Principal must determine what is reasonable, both generally and on specific occasions.

13 Requests for Periods of Unpaid Leave

- 13.1 *Principals may receive applications from employees for unpaid leave. The issue of whether leave is granted or not, or is with or without pay should generally be determined by reference to this policy. However, there are occasional circumstances, usually of a personal nature, where an extended period of unpaid leave may be granted. In such cases, extended leave should be approved by the *Principal in consultation with the Chair of Governors.

**APPENDIX 1
LEAVE OF ABSENCE REQUEST FORM**

REQUEST FOR LEAVE OF ABSENCE – TO BE COMPLETED BY THE EMPLOYEE

Name		
Academy:		Post Title:
Date for Requested Time Off	From:	To:
Times of Absence (if part day leave)	From:	To:
Reason for Absence		
Please use this space to give further details:		
Signed:		Date:

APPROVAL OF LEAVE OF ABSENCE REQUEST – TO BE COMPLETED BY THE PRINCIPAL

	Tick if applicable	
Request approved with pay		Number of hours / days approved:
Request approved without pay		Number of hours / days approved:
Request not approved		Reason:
Signed:		Date:
Please use this space to add comments to explain decision where appropriate:		

If leave is unpaid or involves the deduction of salary / allowances, date payroll advised	
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Office Use:

- A copy of this form should be kept on the employee's personal file.
- If paid leave is approved, ensure that the employee is aware of the requirement to advise of any allowances received.
- If unpaid leave is approved, ensure that the employee is aware that the deduction will be made at the earliest opportunity. Ensure that payroll are advised of any approved unpaid leave or requirement to deduct any allowances.

CONTACTS

For advice on the content of this policy please contact:

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