



St Werburgh's Church of England (Voluntary Aided) Primary School

Name of policy:	Teachers' Leave of Absence Policy
Source:	Ann Alton
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With pay for short periods

It is the school's intention that it would be reasonable for leave with pay to be granted to teachers in the circumstances listed below. However, it will still remain the function of Headteachers and the Governing Body to ensure that the number and distribution of such absences, individually and collectively, accords with the spirit and purpose of the scheme and does not affect the smooth running of the school.

If the Headteacher or Governors have any doubt as to the reasonableness of requests or the interpretation of the scheme, advice may be obtained from HR at DDAT. The categories outlined are not necessarily exhaustive and advice will be available on requests not mentioned specifically within the scheme.

There are occasions when, despite the lack of a direct family relationship, it is clear that the teacher concerned should be regarded as a near relative. The term 'near relative' will include any other person with whom the teacher has close personal relationship which in the opinion of the Headteacher and Governors, justifies leave of absence with pay.

This scheme does not apply to absence caused by personal illness, injury or other disability.

Urgent Domestic

- Serious illness of a near relative. Absence for three days which may be increased to five days. If illness leads to death, leave for up to ten days may be granted. Absence for funerals is included within these arrangements.

Family Reasons

- Absence for a maximum of up to three days to include moving house, illness of husband, wife or children – which is not serious illness – and weddings of near relatives.

Bad weather, transport strike, other unavoidable cause

- Employees are expected to make reasonable arrangements to attend work as normal and must inform their workplace as soon as possible of difficulties.

Medical, dental appointments

- Those which cannot be reasonably be made outside of school hours.

Driving Tests

- Part day, where these cannot be arranged outside school hours.

Meetings and Associated Activities

- Attendance of courses, conferences etc. organised by DDAT, Department for Education and skills and other approved educational bodies.
- Sitting examinations as part of professional development.

- Attendance at each stage of the selection procedure when applying for another post in teaching.
- Attendance at meetings and associated activities of Examining Bodies.
- Attendance at ceremonies, graduations, Duke of Edinburgh Awards, presentations, investitures where the teacher or a near relative is involved.
- Participation in city, county, regional, national or international sporting or cultural event.
- Attendance at meetings of a Diocesan Education Committee.
- Training and associated activities with any branch of HM Forces.
- Taking part as a candidate in the proceedings of a Local Government Election on the day of the Election.
- Attendance at any court as a witness or as a jury member.
- Service as a Justice of the Peace or a Member of a local authority or in the fulfilment of other duties of a public character.

Retirement/New Appointment

- Absence from the last day of the Spring Term until 30 April if the teacher is retiring or until the last day of employment in the City when the teacher is taking up appointment with another LEA.

Without salary for short periods

Requests from teachers for leave of absence without pay for up to five days will be determined by the Governing Body. In cases of emergency, the Chair, or in their absence the Headteacher, will act on behalf of the Governors. Requests for leave of absence without pay for more than five days should be referred to HR at DDAT. In considering such requests the Governing Body will wish to take account of the nature of the request and whether it constitutes an urgent personal difficulty, bearing in mind the teacher's professional responsibility to the children in the school and the likely effect of any absence on the smooth running of the school.

As there is a scheme for leave of absence with pay covering most contingencies, it is not expected that the Governing Body will have need to consider many requests for leave without pay.