



## **RAINE'S FOUNDATION SCHOOL**

A Voluntary Aided Church of England School

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“Achieving Excellence by Unlocking Potential”

## **POLICY ON SPECIAL LEAVE**

**MAY 2018**

Date	What changed	Committee Date Approved
April 2015	Full Review	April 2015
Nov 2016	Name and Date change	Nov 24 2016
May 2018	Review and update	May 24 2018
Derivation		
Revision		
Policy		

## QUICK REFERENCE TO THE POLICY

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## 1. Summary

This policy sets out the circumstances when the headteacher can grant paid and unpaid special leave to employees to maintain a supportive work environment where work life balance is recognised as important.

## 2. When can Paid Special Leave be given?

### Religious Pilgrimage

- 4 weeks unpaid over 5 year period

### Serious Illness, Death or Funeral

- Paid leave **may** be granted for up to 5 days for the serious illness or death of a close member of family or partner, and 1 day for the funeral.
- Extended leave may be granted at the headteacher's discretion.

### Jury Service

- Paid leave will be granted.

### Public Body Members Meetings

Leave will be granted, for up to 5 paid and 7 unpaid days per annum for employees to undertake duties in any of the following capacities:

- Members of a Local Authority, statutory tribunal, Strategic Health Authorities, Primary Care or Foundation Trusts, National Rivers Authority, Board of Visitors, Governor of a school, further education institution or educational establishment maintained by a local education authority, National or Greater London Provincial Councils.
- Leave will be granted for up to 5 paid and 8 unpaid days per annum for employees to undertake duties as Justices of the Peace.

### Medical Screening

- Paid leave will be granted to attend breast or cervical cancer screening.

### Disabled Employees

- Paid leave will be granted to employees with disabilities to attend medical appointments or for treatment relating to their disability.

### Attendance at court as a Crown witness

- Paid leave may be granted at headteacher's discretion for employees required to attend court as a Crown witness

### Election Work

- Paid leave may be granted for 1 day for employees carrying out election duties on polling days for Borough, Parliamentary or European elections or Referendums held within the Borough. Election duty for another borough would require annual leave to be taken.

**Other circumstances where paid leave may be granted:**

Up to a maximum of 5 days in any one leave year (including all discretionary special leave agreed) for:

- Urgent/unplanned domestic or family commitments;
- crises not covered by Dependents leave; and
- time-off to attend urgent, unplanned medical, hospital and dental appointments\*.

(\*The headteacher should be satisfied when granting this leave that there is no alternative outside working hours.)

**Note:** consideration will be given to granting in excess of 5 days paid special in any one leave year in exceptional circumstances. Each case will be considered on its merits.

### 3. When can Unpaid Special Leave be given?

**Parental Leave**

- Unpaid leave will be granted for employees with one or more year's service with Raine's Foundation School of up to 13 weeks unpaid leave (18 weeks for a disabled child) to care for a child under 5 years old that they have legal responsibility to look after, or in the first 5 years following adoption.
- Leave must be taken in blocks of weeks, maximum 4 weeks a year, (the parent of a disabled child can take single days) unless immediately following paternity leave, when all 13 weeks can be taken in one block.

**Dependants Leave**

- Reasonable unpaid leave will be granted for employees to arrange care or provide emergency assistance for a dependant in times of unexpected crisis, such as illness, injury or break-down of normal care arrangements.

### 4. What must the headteacher do?

**When a request for special leave (paid or unpaid) is made, the headteacher must assess on an individual basis:**

- circumstances of the request;
- any outstanding annual leave;
- previous requests for special leave;
- attendance and absence record;
- number of days requested;
- employment history;

- cover arrangements and costs, workloads, impact on others and on the service;
- potential benefits to the school e.g. avoidance of burnout/retention of employee, potential increase in skills and experience of employee; and

**While the employee is on Special Leave, whether paid or unpaid, the headteacher must:**

- ensure HR are notified with the dates of the special leave agreed, using the special leave form, and confirm the date of the employee's return to work.
- maintain regular contact with the employee where necessary; and
- ensure that in the event of organisational change, the employee is included in the consultation process.

**5. What impact will Unpaid Leave have on Terms and conditions?**

Special unpaid leave will not count towards the calculation of continuous service for such things as redundancy, the right to claim unfair dismissal, annual or sick leave, long service leave, sabbatical leave, etc. However the employee's period of service will be considered unbroken, with all service before the time off counted as continuous.

**NB**

*It is expected that all planned appointments will be made outside core hours (8:30am-3:05pm) in term time.*

*If paid leave is granted, working in lieu may be required.*