



Leave of Absence Policy & Procedure (Time off in Term Time)

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Linked Policies: Sickness Absence Policies and Procedure	

This is based on a West Berkshire model policy.

Our Christian Vision:

Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed everyone and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.

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1. Purpose

- 1.1 This document is an agreed model procedure which school governing bodies may choose to adopt. Where the model procedure is adopted, the governing body may wish to approve additional guidance after consultation with staff to meet the operational needs of the school.
- 1.2 The procedure sets out the approach which will be adopted by the headteacher and the governing body to deal with requests for time off work during term time for school staff, and the circumstances in which paid leave and unpaid leave may be granted.
- 1.3 Any additional guidance agreed for use in the school will be provided in writing to all relevant staff.

2. Applicability

- 2.1 This procedure applies to all staff working in the school.
- 2.2 Teachers and term time only support employees have contracts of employment which provide for annual holidays to be taken during school closures. There is therefore no contractual entitlement to time off during term time.
- 2.3 However, employees have an entitlement in law to time off work in certain circumstances, in some cases with pay. This procedure sets out these entitlements, including paternity leave, parental leave and time off for dependents.
- 2.4 It is also recognised that, from time to time, the school may agree to grant individual employees time off (paid or unpaid) during term time for a variety of reasons. Such time off may be granted on request and at the discretion of the employer, under the terms of this procedure.
- 2.5 This procedure does not include the following, which are covered by other procedures;
 - Maternity leave
 - Adoption leave
 - Shared Parental Leave
 - Sick leave

3. Roles and Responsibilities

- 3.1 The headteacher is responsible for considering requests for time off during term time under the terms of this procedure, although the headteacher may choose to delegate this to line managers.
- 3.2 The headteacher is responsible for ensuring that decisions about time off in term time are made fairly and consistently, taking into account all the relevant information.

- 3.3 Any decision regarding time off should be communicated to the employee as soon as possible.
- 3.4 A nominated person in the school is responsible for notifying payroll of any leave granted without pay or where pay will be affected (e.g. jury service). The school must also keep a local record of decisions (including where requests are denied).
- 3.5 Employees are also responsible for ensuring requests for leave are made in accordance with the procedure set out below.

4. Procedure

- 4.1 Requests for time off may be made orally or in writing. In circumstances where the request should be made in writing, this is stated in the relevant sections below.
- 4.2 A model **Paternity/Maternity Support Leave Application Form** and model **Request for Leave of Absence Form** form is attached as an appendix to this document which the headteacher may ask employees to use.
- 4.3 In some circumstances, it may be appropriate for the headteacher to seek supporting information/documentation when considering a request for time off in term time, e.g. certification from a doctor that the employee is required to care for an ill relative/dependant.
- 4.4 Entitlements will usually be pro rata for part-time staff e.g. 18 weeks parental leave will be 18 working days for a part-time member of staff. Where allowances are stated in days these will also usually be adjusted pro rata for part-time staff e.g. an employee working three days a week would normally be entitled to 3 days compassionate leave.
- 4.5 Time off must be approved by the headteacher before it is taken, unless impractical to do so. For example, in cases of compassionate need or domestic emergencies requests to take leave may have to be made at very short notice, or even after the event.
- 4.6 Where time off will be unpaid, and can be planned in advance, employees should use the form at Appendix D to request this leave and the school must inform the employee that the leave will be unpaid; this can be done by returning a completed copy of the form to the employee.
- 4.7 Any additional time off outside this procedure can only be granted at the discretion of the headteacher, in consultation with the chair of governors where necessary.
- 4.8 Employees should not take holidays during term time.

5. Time off for Dependents

- 5.1 All employees have the statutory right to take a reasonable period of unpaid time off work to take action that is necessary:
- To provide assistance where a dependent falls ill, gives birth or is injured or assaulted.
 - To arrange care for a dependent who is ill or injured.
 - To attend to matters relating to the death of a dependent.
 - To deal with an unexpected disruption or breakdown of care arrangements for a dependent, for example the child minder or nurse/home carer failing to turn up
 - To deal with an incident involving the employee's child which occurs unexpectedly during a period when the child is attending school

Note: compassionate leave may apply in cases where there is a serious emergency

e.g. accident requiring admission to hospital or following the death of a dependant.

5.2 In relation to time off for dependants, a dependant is classed as:

- The employee's spouse or civil partner, child or parent
- Any person who lives in the same household as the employee, but this does not include those living there as an employee, tenant, lodger or boarder
- Any other person who would reasonably rely on the employee for assistance if he or she falls ill, is injured or assaulted or who would rely on the employee to make arrangements for the provision of care in the event of injury or illness
- In relation to the disruption of care; any other person who reasonably relies on the employee to make arrangements for the provision of care

5.3 Employees must tell the headteacher the reason for their absence or a need to leave the workplace as soon as reasonably practicable and also how long they anticipate being away.

5.4 There is no set limit to the amount of time off which can be taken. However, the purpose of the leave is to enable the employee to deal with the immediate issue, and to put in place longer term arrangements, if required. The leave will not normally extend beyond one or two days.

5.5 There is no statutory entitlement to payment for this time off. However there may be exceptional circumstances where the Headteacher considers paid time off is appropriate (see Compassionate Leave – section 9)

6. Maternity Support Leave

6.1 Five days leave with pay (pro rata for part time employees) will be given to a *support employee* who is the nominated carer of an expectant mother, at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide the principal support to the mother at this time. This includes fathers and partners who take on this role.

6.2 The nominated carer will normally be the mother's partner. If the employee making the request is not the mother's partner, the school may ask for confirmation from the mother that he/she is the nominated carer. Maternity support leave will not be granted to an employee if the mother is already supported by a partner who is taking paternity leave.

6.3 Employees who are the partner of the mother (including same sex partners) may also be eligible to apply for statutory Ordinary Paternity Leave (see below). The employee can take either Maternity Support Leave (MSL) or Ordinary Paternity Leave (OPL); the entitlements cannot be added together. However, it is possible to have one week MSL followed by one week OPL if entitled to both.

6.4 Maternity Support Leave for fathers/partners may be extended to teachers at the discretion of the headteacher.

6.5 A model Paternity/Maternity Support Leave Application Form is available for schools as an appendix to this policy.

7. Ordinary Paternity Leave

7.1 On the birth of his/her partner's child or the placement with his/her partner of a child for adoption, an employee has the right to take a single period of one or two week's paternity leave. (Note: the employee may also qualify for Additional Paternity Leave and Additional Paternity Pay; see the Additional Paternity Leave and Pay Procedure for further details).

This statutory entitlement includes same sex partners.

- 7.2 To qualify, the employee should have 26 weeks continuous service by the 15th week before the expected week of childbirth, or 26 weeks service by the week in which the employee's partner is notified he/she is matched with a child for adoption, or the date the child enters the UK if adopting from abroad.
- 7.3 Some fathers/partners may be entitled to take both Maternity Support Leave and Ordinary Paternity Leave (i.e. one week MSL followed by one week OPL). These fathers/partners should fully read both sections 8 and 9.
- 7.4 Statutory paternity Pay is £151.20 per week (@April 2020) or 90% of average earnings whichever is the lower. The time off should be taken at, or around, the time of the birth or the placement but must end within 56 days of the baby being born. An employee should advise his/her headteacher at least 28 days before intending to start the paternity leave though it is recognized that the actual date of leave may change where the actual date of birth is different to the expected date.
- 7.5 If the baby is still born after 24 weeks of pregnancy, the employee is still entitled to Ordinary Paternity Leave.
- 7.6 A model Paternity/Maternity Support Leave Application Form is available for schools as an appendix to this policy.

8. Time off to accompany a pregnant woman to antenatal appointments

- 8.1 An employee or agency worker with a qualifying relationship with a pregnant woman or her expected child has the right from 1st October 2014 to unpaid leave to accompany the woman to a maximum of two antenatal appointments.
- 8.2 Employees are entitled to take this leave from the first day of their employment; agency workers are required to have been doing the same kind of job for the same hirer for at least 12 weeks before being entitled.
- 8.3 On each of those occasions the maximum time off during work hours to which the employee/agency worker is entitled is six and a half hours. The time taken can include travel to and from the appointment, waiting time and attendance at the appointment.
- 8.4 The appointment must be made on the advice of a registered medical practitioner, a registered midwife or registered nurse.
- 8.5 To have a qualifying relationship with a pregnant woman or her expected child the employee must be either;
- The spouse of the expectant woman, her civil partner, or her partner, including same sex partners, in an enduring relationship
 - The father of the expected child
 - The intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of the expected child
- 8.6 In order to take this time the employee must give the headteacher written confirmation that:
- He/she has a qualifying relationship with a pregnant woman or her expected child
 - That he/she is taking time off to accompany the woman when she attends an antenatal appointment
 - That the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse
 - The date and time of the appointment
- 8.7 A request form is available from SLA online

8.8 Headteachers must ensure that payroll is informed of the number of hours of unpaid leave that the employee has taken.

9. Preparation for adoption

9.1 For children placed for adoption on or after 5th April 2015, the primary adopter's partner (where his or her partner is adopting jointly may take unpaid time off during working hours to attend up to two appointments to prepare for adoption. Up to 6.6 hours may be take on each occasion.

9.2 Entitlement, confirmation and notification requirements are as for antenatal appointments.

10. Parental Leave

10.1 Employees are entitled to up to 18 weeks unpaid leave for each qualifying child.

10.2 Parental leave is a statutory entitlement and is available for the purposes of caring for a child up to the age of 18.

10.3 To be eligible, the employee must have parental responsibility under the law for the child and have completed one year's continuous service at the time they want to take the leave.

10.4 Parental leave may be taken in blocks or multiples of a week (where an employee takes a part week it will count as taking a whole week of their 18 week entitlement). Up to four weeks' leave may be taken per child during a particular year. Years are counted as beginning from the date upon which the employee became entitled to parental leave.

10.5 Where an employee's child has been awarded disability living allowance or personal independence payment leave may be taken one day at a time or in blocks or multiples of a day. The employees 18 week entitlement will be reduced by the actual number of days taken.

10.6 Each parent has a separate entitlement to parental leave from his/her job. However, the leave is not transferable, i.e. the mother cannot take the father's leave or vice versa.

10.7 The employee must submit a request in writing to the headteacher, giving at least 21 days notice before the day in which they propose to start the leave. The request should specify when the period of parental leave is to begin and end. If the parental leave would cause significant disruption to the school, the headteacher can postpone the leave for up to 6 months. Where leave needs to be postponed, the headteacher must consult with the employee about a new date. They should write to the employee within 7 days of the request, stating the reason for the postponement and confirming the new start and end date.

10.8 Where an expectant father intends to take parental leave immediately after childbirth, notice should be given 21 days before the expected week of childbirth. Where an adoptive parent intends to take parental leave immediately following placement, notice should be given at least 21 days before the expected week of placement, or as soon as reasonably practicable. The headteacher cannot postpone leave where the employee intends to take it immediately after the child is born or placed with them for adoption.

10.9 Employees returning from parental leave will have the same right of return as employees on maternity leave See Maternity Leave Guidance).

10.10All of the parental leave will count as a period of continuous service and all contractual benefits remain unchanged throughout the parental leave period, with the exception of remuneration.

10.11 Employees who fall sick whilst on parental leave will be entitled to occupational sick pay in respect of any period of sickness and, on the provision of a doctor's note, will be able to take sick leave rather than parental leave.

11. Compassionate Leave

11.1 If employees need time off to cope with a situation that does not fall under the 'time off for dependents' entitlement, compassionate leave may apply.

11.2 Compassionate leave with pay may be granted to all employees, regardless of length of service.

11.3 Compassionate leave would normally be granted by the headteacher, although the headteacher may choose to delegate authorisation for granting some compassionate leave requests (e.g. attendance at funerals) to the relevant line manager.

11.4 There are no rigid criteria for compassionate leave but reasons may include:

- A personal crisis (e.g. serious damage to the home due to flood, fire or storm, breakdown of marriage or long term relationship).
- Attendance at the funeral of a close family relative*, work colleague or close personal friend.
- A serious emergency involving a close relative or partner.

*A close relative is normally defined as a grandparent, parent, child, or sibling, either of the employees family or employees partner's family. However, this will depend on the individual circumstances. For example, an employee may have a particularly strong connection to an uncle/aunt, in which case the headteacher/line manager should take a view as to whether compassionate leave should apply.

11.5 Non-serious domestic matters, such as the washing machine breaking down, or a pet requiring a routine visit to the vet would not qualify for compassionate leave. In such circumstances, the employee should apply for unpaid leave.

11.6 Compassionate leave will not normally exceed a total of five days in any one year (pro rata for part time employees). Only in exceptional circumstances, such as the death or serious illness of a partner or dependant, will this total be extended, at the discretion of the headteacher, in consultation with the chair of governors. Alternatively, additional leave may be granted as unpaid leave.

11.7 The employee must notify the headteacher (or his/her line manager) as soon as possible of the reason for the absence or a need to leave the workplace if they are already at work. The employee will need to advise how much leave he/she expects to take.

12. Parental Bereavement Leave

12.1 All employees have a statutory right to take two weeks paid Parental Bereavement Leave if they suffer the death of a child for whom they are a primary carer, from 6th April 2020. This includes the loss of a baby who is stillborn after 24 weeks of pregnancy. Employees who are adoptive or foster parents, fostering to adopt or legal guardians of a child who dies will also be entitled to Parental Bereavement Leave.

12.2 Parental Bereavement Leave may be taken in blocks of a week at a time.

12.3 The leave can be taken either immediately after the bereavement occurs, or at any time up to 56 weeks after the death. This allows flexibility for staff to take the leave in a way which is best

for them e.g. leave could be taken around the anniversary of the loss of the child.

12.4 Parental Bereavement Leave will be granted at full pay.

12.5 Parental Bereavement Leave is additional to other leave entitlements e.g. maternity leave, ordinary paternity leave, maternity support leave, sick leave, adoption leave or parental leave, which could also apply depending on the circumstances for the employee. Paid compassionate leave would not usually also be taken where Parental Bereavement Leave applies but additional compassionate leave may be granted as unpaid leave.

12.6 The Parental Bereavement Leave Application Form is an appendix to this policy.

13. Time off for hospital, doctor or dental visits

13.1 Employees are expected to arrange medical appointments at either end of the working day wherever possible or during lunch breaks.

13.2 In exceptional circumstances the headteacher may grant paid leave of absence. This may be appropriate where the employee has an on-going or chronic condition and either long courses of treatment are involved or the employee is required to see a specialist consultant, and it is difficult for the employee to make the appointment(s) outside of working hours. Time off may be granted for some or all of the appointments, depending on the circumstances of the case. This time will not be regarded as sickness absence and the school will record the absence as authorised absence/special leave.

13.3 Whenever possible, employees should always notify the Headteacher of any medical appointments in advance.

14. Time off for IVF Treatment

14.1 Headteachers may authorise up to five days in total for employees undergoing IVF treatment and should record this absence as authorised absence/special leave.

15. Medical Screening

15.1 Paid time off will be given for the purposes of appropriate medical screening.

15.2 This will not be regarded as sickness absence and the headteacher/line manager should record the absence as authorised/special leave. Examples of medical screening include regular cancer screening such as mammograms, smears, prostate screening, periodic screening following treatment for cancer, annual diabetes check-ups and screening to establish whether an employee has cancer (please note this list is not exhaustive).

16. Blood Donation

16.1 Reasonable time off with pay will be given for the purposes of blood donation, provided adequate notice has been given to the headteacher. The headteacher should ensure the absence is recorded as authorised absence/special leave

17. Time off for Religious Observance

17.1 Requests for time off for religious observance should be considered sympathetically and accommodated wherever possible, although extended absences (in excess of two weeks) will need to be balanced with the operational needs of the school.

17.2 Time off for religious observance should be taken as unpaid leave and authorised by the headteacher/line manager.

18. Members of Reserved Forces

- 18.1 Volunteer reserve forces consist of the Royal Naval Reserves, the Territorial Army and the Reserve Air Forces. In addition, there are High Readiness Reserves who have specific skills which the armed forces must have access to and can deploy within seven day's notice.
- 18.2 An employee who works more than two days per week and who wishes to volunteer for high readiness status must obtain the written consent of the headteacher and this agreement must be renewed annually.
- 18.3 Employees who serve in a volunteer reserve force should also inform the headteacher. The Ministry of Defence will also arrange for the employer to be notified and will follow this up annually to ensure the information held by the MoD is accurate.
- 18.4 In most cases, time off must be granted to the employee if he/she is called up to carry out his/her military duties. The period of call up can be up to one year in every three years. In exceptional cases, it may be possible to obtain an exemption if the absence of the employee will cause serious disruption to the school. Such an application must be made within seven days of the reservist being issued with a mobilisation notice.
- 18.5 Reservists will receive pay from the Services so the school will not pay the employee during their absence. The school must ensure Payroll is informed when the employee commences military service, so that salary payments are stopped.
- 18.6 The period of absence will count for continuous service and the employee has the right to return to his/her job on demobilisation, or to be offered suitable alternative work if his/her old role is not available.
- 18.7 The employee is entitled to remain in the occupational pension scheme during his/her absence and the MoD will pay the employer contributions, provided the employee continues to pay the employee contributions.
- 18.8 Employers are also entitled to claim an 'employers award' in respect of replacement costs incurred during the period of call-out that exceed the reservists earnings, subject to a cap of £110 per day.
- 18.9 If a reservist is required to undertake training and it is not practicable for the training to take place during the school holidays, the Headteacher in consultation with the chair of governors may authorise paid leave, up to a maximum of two weeks per year. The employee should provide the Headteacher with a minimum of 28 days notice. The school can claim from the MoD the costs associated with the employee undertaking training.
- 18.10 Further information is available on the GOV.UK website:
<https://www.gov.uk/government/groups/defence-relationship-management#rights-and-responsibilities-for-employers-and-reservists>

19. Public Duties (including Governors)

- 19.1 Under the Employment Rights Act 1996, employees are entitled to a reasonable amount of time off work to carry out certain public duties.
- 19.2 Recognised public duties include:

Justice of the Peace

Member of a local authority

Member of the General Teaching Councils for England and Wales

Member of a school governing body, or governing body of a further or higher education corporation

Member of any statutory tribunal

Member of any police, health, water or environmental authority/agency

19.3 There is no statutory entitlement for leave to be with pay. However, the headteacher has discretion to allow up to 10 half days paid leave per annum subject to operational requirements. Employees who wish to take up the entitlement to leave must inform the headteacher of their public duty appointment.

19.4 Where an allowance is claimable for loss of earnings the employee should claim this and inform the school, so that the school can arrange for the amount to be deducted from the employee's salary.

19.5 Time off must be agreed in advance with the headteacher and the employee must provide adequate notice. Additional leave may be granted if considered reasonable by the headteacher but this should be taken as unpaid leave. Where unpaid leave is granted, the headteacher must ensure payroll have been informed.

20. Attendance at court as a witness

20.1 An employee receiving a summons to appear as a witness must report the fact to his/her headteacher as soon as possible. Paid time off from work will be given as necessary.

20.2 In the event of the employee not being required to work on a particular day, the employee must report for work if more than four hours of the working day remains available.

20.3 An employee attending court as a witness should receive from the court forms to claim for earnings. The forms should be forwarded to Payroll for completion. The employee should then advise Payroll how much he/she expects to receive from the court. Payroll will then deduct an equivalent amount from a subsequent salary payment.

20.4 If a part-time employee undertakes witness duty on a day when he/she would normally not be working, the payment from the court for this day would not need to be deducted from the salary payment.

21. Jury Duty

21.1 An employee receiving a summons to serve on a jury must report the fact to his/her Headteacher as soon as possible.

21.2 Paid leave of absence will be granted for jury service.

21.3 In the event of the employee not being required to serve on a particular day, the employee must report to work if more than four hours of the working day remains.

21.4 An employee serving as a juror must claim the allowance for loss of earnings to which they are entitled under the Jurors' Allowance regulations currently in force.

21.5 The employee must inform Payroll of the allowance received so that an equivalent amount can be deducted from the employee's pay.

22. Time off for trade union duties

- 22.1 Employees who are trade union representatives of unions have the right to paid time off to undertake their union duties.
- 22.2 In addition, employees who are trade union representatives have the right to paid time off to receive training to help them carry out their trade union duties.
- 22.3 Trade Union representatives will be expected to arrange these duties so as to cause minimum interference to the school and should ensure that the Headteacher is informed of the need for the absence to be as far in advance as possible.

23. Time off to attend interviews

- 23.1 At the discretion of the headteacher, paid time off may be granted for attending job interviews, up to a maximum of three days per annum (pro rata for part-time staff).
- 23.2 Where the headteacher determines leave should be without pay, the headteacher must ensure Payroll is informed.

24. Time off to attend a graduation or wedding

- 24.1 At the discretion of the headteacher, paid time off may be granted for attending the wedding of a close relative or close friend, or the graduation ceremony of a child or partner, up to a maximum of two days per annum.
- 24.2 Where the headteacher determines leave should be without pay, the headteacher must ensure Payroll is informed.

25. Time off to move house

- 25.1 At the discretion of the headteacher, paid time off may be granted for the purposes of moving house, up to a maximum of two days.
- 25.2 Where the headteacher determines leave should be without pay, the headteacher must ensure Payroll is informed.

26. Inability to get to normal place of work/emergency school closure

- 26.1 In the event of disruption to normal travel to work arrangements, for example, because of exceptionally poor weather conditions, employees should make every effort to get to school where it is safe to do so. This includes in circumstances where the school may be closed to pupils,
- 26.2 In some circumstances staff may be instructed to work from home (where the job role allows).
- 26.3 Where the headteacher considers it was not safe/possible for the employee to travel to school, or the headteacher instructed staff not to attend work, and it was not considered possible for an individual to work from home, time off with pay will be granted for the duration of the disturbance. Where the headteacher considers leave should be unpaid, Payroll must be informed.
- 26.4 Where the school is unexpectedly closed for some other reason (e.g. flooding, fire, breakdown of essential equipment), staff will be expected to work from home, where the job role allows. Where this is not considered possible employees will be granted leave with pay for the duration of the disturbance or until alternative arrangements are put in place.

Review of this Policy

The governing body will review this policy every three years during one of its autumn term meetings. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.

'Quick Guide' to Time off in Term Time

Type of Leave	Paid / unpaid	Number of Days	Authorised by
Parental Leave	Unpaid	Up to 18 (13) weeks per child	Headteacher
Compassionate Leave	Paid	Up to 5 days (pro rata for part time)– can be extended	Headteacher
Parental Bereavement Leave	Paid	Two weeks	Headteacher
Time off for Dependants	Unpaid	Usually up to 2 days per occasion	Headteacher
Maternity Support Leave	Paid	Up to 5 days (pro rata for part time for support staff).	Headteacher
Ordinary Paternity Leave	Paid (see procedure) Statutory Paternity Pay rates	Up to 2 weeks	Headteacher
Hospital, Doctor, Dentist visits	Unpaid in most circumstances	As reasonably required	Headteacher
IVF Treatment	Paid	Up to 5 days in total	Headteacher
Medical Screening	Paid	As reasonably required	Headteacher/Line Manager
Blood Donation	Paid	As reasonable	Headteacher/Line Manager
Religious Observance	Unpaid	As reasonable	Headteacher
Reserve Forces	Mobilisation = unpaid (<i>though Reservist paid by Services</i>) Training = paid, at discretion of Headteacher	Mobilisation = as required Training = 2 weeks per annum	Mobilisation = Headteacher Training = Headteacher in consultation with the Chair of Governors
Witness / Jury Duty	Paid	As necessary	Headteacher to be informed
Public Duties	Paid	Up to 10 days per annum (<i>pro rata for part timers</i>)	Headteacher
Union Duties	Paid	As reasonably required	Inform Headteacher/Line manager
Attending job interviews	Paid	Up to 3 days per annum at discretion of Headteacher	Headteacher

Attending Graduation or Wedding	Paid/unpaid	Up to 2 days per annum at discretion of Headteacher	Headteacher
Moving House	Paid/unpaid	Up to 2 days at discretion of Headteacher	Headteacher
Preparation for adoption	Unpaid	Up to two appointments of up to 6.5 hours	Headteacher
To accompany a pregnant woman to an antenatal appointment (fathers, partners and intended surrogate parents)	Unpaid	A maximum of two appointments, up to 6 ½ hours per appointment	Headteacher
Inability to get to normal place of work	Please refer to procedure		

REQUEST FOR TIME OFF IN TERM TIME

Part A - for completion by employee

Forename		Surname
Job Title		School:

Type of Time Off Requested:

- ☐ Parental Leave
- ☐ Maternity Support Leave
- ☐ Paternity Leave
- ☐ Compassionate Leave
- ☐ Dependants Leave
- ☐ Reserve Forces
- ☐ IVF
- ☐ Medical Screening
- ☐ Blood donation
- ☐ Religious observance
- ☐ Witness Duty
- ☐ Jury Service
- ☐ Union duties
- ☐ Public duties
- ☐ Other (please detail)

Dates for requested time off	From	To
Times of absence if part-day leave	From	To
Actual number of working days absent:	days	
Reason for Request (please give details of circumstances)		
Signed -	Date -	

Part B - for completion Headteacher (or line manager where applicable)

- ☐ Time off APPROVED
 - ☐ With Pay
 - ☐ Without Pay (**Headteacher to inform payroll**)
- ☐ Time off NOT APPROVED

NAME (in block capitals):

signed:

DATE:

Date result conveyed to employee:

COMPLETED FORM TO BE HELD BY SCHOOL– WHERE LEAVE IS TO BE UNPAID,
SEND COPY OF FORM TO PAYROLL