



## Model Time off Policy for Schools

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Detailing paid and unpaid time off and eligibility requirements for staff  
employed in Locally Managed Schools

Revised: June 2016



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## 1. INTRODUCTION

Schools are open for 195 days per annum and it is therefore expected that employees will be able to make necessary arrangement to take time off during periods of school closure. However, it is recognised that some absences from school during term-time may be unavoidable and would therefore fall within these guidelines.

## 2. KEY PRINCIPLES

- This policy is subject to school needs and whilst recognising that leave under this policy may be necessary in exceptional circumstances, this policy also recognises the importance of staff presence on a continuous basis in the interests of pupil learning.
- Notice must be given as far in advance as possible.
- Abuse of this policy will be dealt with under the School's Disciplinary Procedure.
- Leave of absence during term-time should only be agreed in accordance with the terms of this policy and request for any holidays or any recreational pursuits during term-time will not normally be permitted.
- Employees should not assume that all requests for leave of absence will be granted.
- Requests should be made in writing to the Chair of Governors/Headteacher in sufficient time to allow meaningful consultation with the governors to take place. Personal arrangements should not be made until a decision has been received. In certain circumstances, the Chair of Governors/ Headteacher will be able to exercise their discretion when applying the requirements of the policy for emergency leave only.
- This policy must be applied consistently to all, irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion and belief, age, sex, gender reassignment, sexual orientation, and parental, marital or civil partnership status (including partners or the same sex).
- Statutory legislation and contract entitlements are complied with.
- Requests for unpaid leave should be made via the attached unpaid leave form and will be managed in accordance with the needs of the school. Employees will not be entitled to sick pay for a period of absence where unpaid leave has been agreed and accepted.
- The Headteacher and Governors recognise the importance of balancing work and home life, seeing flexibility as integral to the recruitment, motivation and retention of high quality staff at all levels.

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## 3. SCOPE OF THE POLICY

This Policy covers all employees on the complement of locally managed schools.

## 4. ROLES AND RESPONSIBILITIES

### Headteachers and Governing Bodies

- Headteachers and Governors are responsible for considering employee requests for time off which may impact on the performance of the individual employee and the school as a whole. All requests for time off must be considered carefully in light of the school's needs and the individual employee's circumstances; whilst ensuring that the school meets its statutory obligations.
- Headteachers are responsible for monitoring their staff attendance; this includes absences relating to this policy. Frequent, excessive and / or unexplained absences should be dealt with accordingly in the context of the employee's overall attendance record. Headteachers should encourage regular attendance among all employees.

### Employees

- Employees are responsible for attending work in accordance with their contracted working hours and fulfilling their contract of employment. Employees are expected to organise their personal life, and deal with home or domestic situations, without needing extra time off and without it affecting their job. Where 'time off' is required, employees must follow the appropriate processes as set out in this, and other related policies and procedures.

### Human Resources

- HR Officers will provide advice and guidance to Headteachers, Governors and employees relating to the Time off Policy and other associated policies and guidance.
- HR Officers will ensure consistency in the application of this policy and procedure.

## 5. CATEGORIES OF TIME OFF

The following list outlines the statutory and non-statutory time off that the school provides for its employees. Under each category the purpose of the time off is explained and whether this is paid or unpaid.

Paragraph 6 of the Policy explains the effect a period of unpaid leave has on pension contributions for school support staff. Please note that school support staff will have the opportunity to buy back their pension to the required stipulations. Teachers are

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not permitted to buy back their pension for periods of unpaid leave. For further details please contact the Attendance team on...

## 5.1 Adoption/Surrogacy Leave

All employees have the right to adoption and surrogacy leave, as the main adopter, when a child is newly placed for adoption or surrogacy. Please note that this does not apply when a step parent formalises adoption of step children. Please see Adoption and Surrogacy Leave Policy for Teachers and School Support Staff for further details, including details of the qualification requirements for payments.

## 5.2 Adoption Appointments

The main adopter will be able to take paid time off to attend up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

## 5.3 Antenatal Appointments

### Mothers

Any pregnant employee has the right to paid time off to attend antenatal care and must produce evidence of the first appointment if requested to do so by the Headteacher. Antenatal care can include not only medical examinations but also relaxation and parent craft classes. If attendance at the appointment is a matter of personal choice for the employee and is not on the advice of a registered medical practitioner, registered midwife or registered nurse, the employee can request unpaid time off work. The school reserves the right to ask employees to re-arrange appointments where it is reasonable to do so. Employees should, wherever possible, try to arrange these appointments as near to the start or end of the working day as possible.

### Fathers/Partners

Employees and agency workers who have a qualifying relationship with a pregnant woman, or an expected child, are entitled to take unpaid time off work to accompany that pregnant woman at up to two antenatal appointments.

Employees will have this right from day one of their employment. Agency workers will qualify after 12 weeks in the same assignment. The right to time off is capped at a maximum of 6½ hours on each occasion, which can include travelling time, waiting time and attendance.

An employee or agency worker has a qualifying relationship with a pregnant woman, or her expected child, if he or she:

- is the husband or civil partner of the pregnant woman;
- lives with the pregnant woman in an enduring family relationship, but is not her parent, grandparent, sister, brother, aunt or uncle;
- is the father of the expectant child; or
- is an intended parent in a surrogacy situation who meets certain conditions.

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## 5.4 Attendance at School Governing Bodies

Employees are entitled to time off with pay to attend a maximum of six governing body meetings per annum as a Governor. Please note that this applies to those who attend a governing body other than their own school. This paid time off will not include Governor Training.

## 5.5 Career Break

Career breaks provide employees with the opportunity to take a longer unpaid break away from work than is provided for by parental or other leave arrangements, without losing continuity of employment. The aim is for the school to retain skilled and experienced employees who may otherwise choose to leave the workforce permanently.

A career break may be approved for a variety of reasons (including childcare, eldercare, care for another dependent, training or study leave). For employees to be eligible to make an application they must have completed 12 months continuous service with the school or Authority. It is not usual to agree to a career break for an employee to undertake paid work with another employer where an application for secondment may be more appropriate.

Every effort will be made to grant a request, however, there may be occasions where, despite satisfying the criteria, an employee cannot be granted a career break.

General principles include:

- This will be for a minimum of 12 months and up to a maximum of 3 years. In most cases the period of the career break will be granted by academic year.
- If a break is requested for less than one year, reference should be made to the relevant section of this policy;
- Schools should ensure that they agree a return to work date with the employee prior to the employee commencing their career break;
- During a career break arrangements should be put in place to ensure that the employee is kept up to date on any changes within the school. The employee should also arrange to keep in touch with the school and to return on the date that is specified; and
- During a career break employees cannot access any other leave, including sick leave, annual leave or maternity leave.

For further guidance see Carmarthenshire County Council guidance on career breaks. Please note any requests for breaks of less than 1 year will be considered as a request for unpaid leave only but will follow the above principles.

## 5.6 Compassionate Leave

Up to a maximum of 5 days paid time off (pro rata part-time) is available to employees in the event of the death, critical illness or injury of a member of the employee's immediate family. Immediate family for the purpose of this policy is

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defined as the employee's spouse, civil partner, partner, parent or guardian, child or sibling. Death of a grandparent or a parent in law will normally result in the granting of paid time off on the day of the funeral only.

The employee should inform his/her Headteacher Chair of Governors of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the outcome of the employee's request will depend on the employee's circumstances.

### Bereavement

In the event of the death of a member of the employee's immediate family, the employee should contact his/her Headteacher Chair of Governors to request compassionate leave. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances as discussed with the Headteacher or Chair of Governors. The Headteacher will take into account matters such as the employee's relationship with the immediate family member, domestic responsibilities and travel requirements. In the event of the death of a child, parent or partner this may be extended to 10 days (pro rata part-time), and these will be approved in exceptional circumstances.

In the case of death of another close relative, for example an aunt or uncle, the employee may request compassionate paid leave to attend the funeral only.

### Critical Injury or Critical Illness

Compassionate leave is available where there is critical injury or critical illness of an immediate family member. The Headteacher will take into account factors such as the nature of the incident, the employee's relationship with the immediate family member, domestic responsibilities and travel requirements.

### Emergency Domestic Situations

Time off work up to 1 day paid leave may be approved to enable employees to deal with emergency domestic situations at home, such as flood, fire or burglary. It does not apply to planned events such as domestic repairs, refurbishment, building or trades work, installation of appliances, home deliveries, etc.

## **5.7 Companions at Disciplinary or Grievance Hearings**

Reasonable time off with pay will be granted for workplace companions to carry out duties connected with the role, i.e. preparing for, and attending a disciplinary or grievance hearing.

## **5.8 Cosmetic Surgery**

For the purposes of this policy, cosmetic surgery is surgery that is not considered to be medically necessary. The School will consider a request for reasonable unpaid time off for an employee to undergo cosmetic surgery, although it is expected that any planned operations would be scheduled during the school holidays.

An employee who wishes to take time off work for cosmetic surgery must:



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- Inform their Headteacher and or Chair of Governors as soon as their plans to undergo cosmetic surgery have been confirmed;
- Provide a statement from a qualified medical practitioner that cosmetic surgery has been approved and giving the likely duration of recovery;
- In agreement with the Headteacher, arrange cosmetic surgery at a time that will cause the minimum amount of inconvenience to the School; and
- Give as much notice as possible of the day on which the surgery will take place.

Where the outcome of the surgery is unexpected and the employee suffers an injury or illness, sick leave and pay provisions will apply in accordance with the School's sickness absence policy. In these circumstances, the correct procedure for reporting and certifying absence must be followed and a return to work interview carried out upon the employee's return to work.

### 5.9 Time off for Dependants

The right to time off for dependants is the right for employees to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted:

- to make arrangements for the provision of care for a dependant who is ill or injured;
- in consequence of the illness of a dependant. ( please see compassionate leave)
- because of the unexpected disruption or termination of arrangements for the care of a dependant; or
- to deal with an incident involving a child of the employee that occurs unexpectedly during a period when the child is attending school.

### 5.10 Disruption to Working Arrangements

It is accepted that the school cannot plan for every eventuality and on occasion disruptions may arise that will affect a significant part of the workforce. The source of the disruption may be internal such as staffing levels; loss of premises, IT failure/loss of data, utility failure or an external influence such as extreme weather, flooding, fire or explosion, pandemic flu or a transport accident, this list is not exhaustive. If this results in school closure at the approval of the governing body, employees will make arrangements for alternative working days to be worked if this is practical or in exceptional circumstances the governors will authorise payment for all members of the workforce. *(NB: Different arrangements will be in place if the school closure is as a result of industrial actions. Please refer to the Managing Strike Action Guidelines for Headteachers)*

### 5.11 Fertility Treatment

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Reasonable leave may be requested by the employee via his/her Chair of Governors/Headteacher to undergo fertility treatment. This applies equally to an employee whose partner is undergoing fertility treatment.

An employee who wishes to take time off work for fertility treatment must:

- Inform their Headteacher as soon as their plans to undergo fertility treatment have been confirmed;
- Produce evidence (e.g. an appointment card) for each occasion on which time off is requested;
- Try to arrange appointments at times that will cause the minimum amount of inconvenience to the School; and
- Give as much notice as possible of the days on which time off is required.

### 5.12 Flexible Working (Right to Request)

Under the provisions set out in the Children and Families Act 2014, all employees with over twenty six weeks service have a statutory right to ask their employer for a permanent change to their contractual terms and conditions of employment to work flexibly:

- A change to the hours they work i.e. a reduction; or
- A change to the times when they are required to work.

It should be noted that an accepted application will mean a permanent change to the employee's own terms and conditions of employment. **There will be no right to revert to the previous working pattern i.e. to increase their hours of work.**

All requests need to be considered in a timely manner and arrangements should be made to meet the employee within 28 days (please note schools may ask for an extension of this period if the employee makes the request just before or during holidays). Employees will have the right to be accompanied at this meeting and, if their request is not accepted, they may appeal the decision. The formal decision will be made by the appropriate panel of the governing body.

Both the employee and the school will need to consider the needs of the school in making their request and in providing a response. Further guidance and model letters can be found in Carmarthenshire County Council Flexible Working Policy.

### 5.13 Gender Reassignment

An employee who requires time off for medical or other treatment relating to gender re-assignment will be treated no less favourably than for time off for illness or other medical appointments as set out in section 5.20 of this Policy and the School's Model Sickness Absence Policy.

### 5.14 Health and Safety Representatives Duties and Training

Reasonable time off with pay to carry out duties connected with role, e.g. to perform functions and for union-approved or employer-provided safety training. For further

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details please refer to the 'Consulting Workers on Health and Safety Guidance' from the Health and Safety Executive (HSE).

### 5.15 Job Interviews

Reasonable time off with pay will be given to attend interviews for other positions within other schools or for other jobs within the Local Authority (time off with pay should only be paid for attendance at interviews and travel within a reasonable distance). The maximum time off with pay that will be granted will be one day.

Where an individual may be 'at risk' of redundancy (and has received formal notice to this effect). In order to qualify for this time off the employee would need to have one year's service.

### 5.16 Jury Service

In the event of the employee being called up for jury service, they should discuss this with the Headteacher/Chair of Governors at the earliest opportunity. Jury service normally lasts for 10 working days, but may be longer. The employee should provide his / her Headteacher with a copy of the court summons and any other relevant documentation.

The employee will continue to be paid while 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. The employee will receive, with the jury summons, a Certificate of Loss of Earnings or Benefit. The Headteacher is responsible for ensuring that the employee submits the Certificate of Loss of Earnings or Benefit to the payroll team who will submit to the HM Courts and Tribunals Service (HMCTS) for reimbursement, up to a limit, for loss of earnings incurred due to the employee being absent from work due to jury service. The employee will be paid as normal until his / her reimbursement has been processed, whereupon the employee is obliged to present payroll with the receipt for the reimbursement. Payroll will then make the appropriate deduction from the employee's pay.

If the employee's services are not required for any part or whole court day they will be expected to return to work for the remainder of the working day.

If the employee's jury service ends before the expected 10-day period (or such longer period as the court may have indicated to the employee that they will be required for) the employee will be expected to return to work for the remainder of that period.

### 5.17 Magistrates and Members of Unitary Authorities

Employees should provide written notification to their Headteacher/ Chair of Governors of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

Up to 18 days, or 36 half days per annum will be allowable (pro rata for part-time employees).

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Employees will be paid as normal and will then be required to reimburse the School with the maximum amount of attendance, or loss of earnings allowance or any other allowance that may be receivable. The employee will need to declare this to their Headteacher so that the relevant deductions can be made.

### 5.18 Maternity Leave

The occupational maternity scheme applies to all pregnant employees regardless of the number of hours worked per week or their length of service. All pregnant employees are entitled to 52 weeks maternity leave. For further information and specific details of paid leave, please consult the Authority's Maternity Leave Policy or School's Model Teachers' Maternity Leave Policy. The Authority's Attendance Team will need to be notified of all applications for maternity leave as soon as is practicably possible.

NB: Please see Medical Appointments 5.20 and Antenatal Appointments 5.3 for information relating to time off to attend appointments.

### 5.19 Maternity/Adoption Support Leave

Maternity Support Leave of 1 week with pay shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth. To qualify for maternity support leave the employee requesting this time will be the main support for the mother/primary adopter and or carer of the child. If the School / Authority knows that the partner, father/co-adopter intends to take his / her entitlement to maternity support leave (MSL) and or statutory paternity leave (SPL) then there will be no need for a 'nominated carer'.

**(Nominated Carer** - there will be a requirement for a supporting letter from the expectant mother or primary adopter confirming that the employee has been elected as the nominated carer)

### 5.20 Medical Appointments

There is no right to paid time off to attend planned doctor, dentist or hospital appointments. Employees must try to make appointments outside or at the end of their normal working hours or during school holidays to minimise any disruption. Employees may request time off, at the discretion of their Headteacher, and may work back the time at a later date or use annual leave if applicable to cover the absence.

Appointments with Occupational Health as part of the sickness absence process will be accommodated with pay wherever possible. Follow up treatment such as Cognitive Behavioural therapy (CBT) or physiotherapy will also be accommodated but should be arranged at a time to minimise disruption and outside school working time wherever possible.

An employee with a disability (as defined by the Equality Act 2010) may request, via his/her Headteacher, paid time off to be considered for health / medical appointments

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associated with the management of the particular disability. For further details please refer to Carmarthenshire County Council guidance on: [Disability information and reasonable adjustment](#).

Any pregnant employee has the right to paid time off to attend antenatal care and must produce evidence of the first appointment if requested to do so by the Headteacher. Antenatal care can include not only medical examinations but also relaxation and parent craft classes. If attendance at the appointment is a matter of personal choice for the employee and is not on the advice of a registered medical practitioner, registered midwife or registered nurse, the employee can request unpaid time off / annual leave or flexi-time (if applicable). The School reserves the right to ask employees to re-arrange appointments where it is reasonable to do so. Employees should wherever possible try to arrange these appointments as near to the start or end of the working day as possible.

Time off for cancer screening e.g. cervical, mammogram and prostate will be with pay, and should not be recorded and monitored as sickness absence. Employees should however strive to accommodate such appointments outside normal school working hours.

If employees have a hospital appointment and are not covered by a provision outlined above and they can demonstrate (usually appointment letters) that the appointment cannot be held at any other time than during the school day then paid time off will be given. Employees should try to arrange these appointments as near to the start or finish of the working day as possible.

### **5.21 Members of Community Councils / Local Authority**

Up to 18 days or 36 half days per annum (pro rata for part-time employees) with pay to enable individuals to undertake those duties arising directly from their membership or office under their council:

- Attendance at meetings of the executive or its committees; and
- Performance, by a member of the executive, of duties for the purpose of discharging the functions of the executive.

Where an employee holds a public office or public position, it is the School's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for any such time off by working additional hours at another time.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties for the School, the School has the right to refuse the employee further time off in the immediate future. Employees should provide written notification to the Headteacher of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

An employee may continue to be paid at his / her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the

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relevant Authority in respect of the duties performed, which the employee must declare to their Headteacher/ Chair of Governors.

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## 5.22 Parental Leave

Parental Leave is the right to take 18 weeks unpaid leave for the purpose of caring for a child. This must be taken as whole weeks.

Under the legislation, this 18 week entitlement is in respect of each child up to the age of 18 i.e. a parent of twins would be entitled to 36 weeks unpaid leave. In exceptional circumstances the employee may be asked to delay their parental leave and will be advised of this within 7 calendar days of the original request.

Leave cannot be postponed / delayed by the employer if:

- it's being taken by the father or partner immediately after the birth or adoption of a child; or
- it means an employee would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday.

Where a school delays the acceptance of the parental leave for business reasons they are expected to agree and accept another request for dates of the same length within a 3-6 month period.

*Please see the CCC Parental Leave Policy for further guidance.*

## 5.23 Paternity Leave

Eligible employees will have the right to take paid leave to care for the child and / or support the mother. Ordinary paternity provides 2 weeks paid leave to employees. Employees may be entitled to additional statutory paternity pay. Please refer to the following document for further details: Ordinary and Additional Paternity Leave Policy 2015.

## 5.24 Public Duties

Employees who hold certain public positions have a right to reasonable unpaid time off during working hours. The provisions cover Justices of the Peace and members of the following public bodies:

- 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;
- the Environment Agency, Natural Resources Wales.

There is no definition in law as to how much time off is reasonable for the purpose of public duties. When considering whether to grant time off, the employer may take into consideration some or all of the following factors:

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- How much time off is generally required for the performance of the office in question, and how much time off is required for the performance of the particular duty on the particular occasion;
- How much time off has already been granted to the employee for public duties; and
- The effect of the employee's absence on the smooth running of the school.

### 5.25 Religions and Cultural Observation

Although there is no statutory entitlement to receive time off, paid or unpaid, for religious reasons this can be considered depending on the circumstances.

*Please see Carmarthenshire County Council guidance on Religious and Cultural observation.*

### 5.26 Reserved Forces Training

Attendance for training in the non-regular armed forces should be taken out of annual leave or an application should be made for unpaid leave. All leave requests will be considered subject to service requirements and the needs of the school.

### 5.27 Reservist Mobilisation

Reservists may be called up for military operations, with notice typically given 28 days before mobilisation, which are likely to last up to 12 months.

On being called up, the reservist should present his / her mobilisation papers, typically together with a letter from the Ministry of Defence to the school, outlining the date, and possible duration, of his/her mobilisation. The Ministry of Defence may also contact the Authority independently.

The School recognises that, under the Reserve Forces (Safeguard of Employment) Act 1985, if it believes that the employee's absence on military service is likely to do 'serious harm' to the organisation, it may apply for an exemption, deferral or revocation of mobilisation. The School recognises that the criteria for exemption, deferral or revocation are strict and will seek an exemption, deferral or revocation only in exceptional circumstances.

Reservist employees will not be paid by the School whilst mobilised as they will be paid Military pay during this time.

Regardless of the length of the military action, the mobilised reservist has the right to be reinstated in his/her former job within six months of demobilisation.

To exercise the right to be reinstated, the reservist must write to the School via the Headteacher no later than the third Monday after demobilisation confirming his / her intention to return to work within the following 13 weeks. The initial 13 week period may be renewed by the employee for a further 13 weeks if circumstances such as illness or injury prevent the reservist's return during the initial period. In these circumstances it is the employee's responsibility to renew this request. However, the



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reservist forfeits his / her right to return to work with the School if s/he fails to do so within 26 weeks of demobilisation.

Once the reservist has been reinstated, the School will continue to employ him / her in that same occupation (and on the same terms and conditions) for:

- 52 weeks if the reservist had been employed for a consecutive period of at least 52 weeks at the time s/he was called up for military operations; or
- 26 weeks if the reservist had been employed for a consecutive period of at least 13 weeks but less than 52 weeks at the time s/he was called for military operations; or
- a minimum of 13 weeks if the employee was employed for fewer than 13 weeks immediately prior to mobilisation.

### Continuity of Employment

The continuity of the reservist's period of employment is not broken by a period of mobilisation, if s/he is reinstated to his / her former employment within six months of demobilisation.

However, when calculating the employee's total period of continuous employment, the School will discount the number of days falling in the period between the date on which the reservist is called up for military operations and the day immediately preceding the day on which s/he returns to work.

### **5.28 Shared Parental Leave**

Shared Parental Leave (SPL) enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay with her partner, or return to work early from maternity leave and opt in to shared parental leave at a later date.

For further information in relation to Shared Parental Leave Policy please refer to the Authority's Maternity Leave Policy or Teachers Maternity Leave Policy, and the Authority's Shared Parental Leave Policy.

### **5.29 Special Constable Training**

An employee may request reasonable time off without pay via his / her line manager to attend training courses but not for duty shifts as a special constable. Annual leave or can be requested, where applicable, subject to service requirements.

### **5.30 Special leave for Employees to represent the Country at Sporting, Charitable Events**

An employee may request special leave via the Headteacher and governing body for representation of amateur sport, charitable or other events at national level of up to 5 days with pay. Advice must be sought from HR Team before agreeing to these requests.

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## 5.31 Study and Examinations Leave

Paid leave will be granted if sitting examinations in order to improve the status of qualification, providing that the subject of the examinations relate to his/her employment and future development at the School.

## 5.32 Time off for Trade Union Duties

Employees who are representatives of the Trades Unions recognised by the Authority are entitled to reasonable time off during working hours, with pay, to carry out Trade Union duties and training.

The Authority has a facilities agreement which is the framework within which requests for time off are managed. This is to ensure the needs of the service are protected whilst at the same time ensuring that the reasonable needs of Trade Union representatives are recognised and accommodated. Please contact HR for further details on the Trade union facilities agreement or the Facilities Agreement for Teaching Staff Representatives.

## 5.33 Unpaid Leave (Other Examples)

Employees can request unpaid leave for any period of time up to 12 months. Requests over this period should be considered as a career break.

The following list includes additional examples where unpaid leave may be granted by a school:

- Attendance at funerals of friends and other relatives (please see compassionate leave)
- Family leave for immediate family or dependants e.g. visiting a relative in hospital, including the absence of a parent who wishes to accompany a child under the age of sixteen for the duration of a stay in hospital when the child is undergoing non urgent surgery as well as accompanying relatives to hospital or an absence due to a relatives long term illness;
- Supporting immediate family through sickness;
- Private study for recognised qualifying examinations up to a maximum of three days;
- Moving House;
- Attendance at a wedding personal to the employee and / or their children?
- For the purpose of transacting legal transactions including divorce proceedings;
- Attending a graduation ceremony of a child or partner.

In some of these cases there may be an opportunity for time to be worked back and this will be arranged providing this satisfies the school needs.

## 6. EFFECT OF UNPAID LEAVE ON LOCAL GOVERNMENT PENSION SCHEME MEMBERS

For school support staff the period of unpaid leave will not count as membership of the LGPS unless the employee pays for it to do so. Employees can pay contributions

## MODEL TIME OFF POLICY FOR SCHOOLS

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for the whole period of their absence up to a maximum of 3 years and maintain their full benefits. For the period to count towards the membership, employees must elect to pay the contributions that they would have paid had they been at work.

If the employee chooses to do this they must inform the HR Attendance Team in writing within 30 days of their return to work (or within 30 days of leaving, if they do not return to work).

***Please note that this provision does not apply to Teachers Pension Scheme***

### 7. APPLICATION FOR TIME OFF

Applications for time off and leave can be made via ResourceLink self-service for employees that have access. If that is not the case then the attached form (Appendix A) needs to be completed.

Please note the separate policies on Maternity Leave, Shared Maternity Leave and Right to Request Flexible Working when HR should be given notification via the appropriate process.

***For further information please contact the Attendance Team***

### 8. PROCESS REVIEW

If an employee feels that their request for leave (made under any of the categories included in this policy) has not been dealt with fairly, they can refer the matter to the Chair of Governors having fully discussed their concerns with their Headteacher or Line Manager.

If a satisfactory solution is not achieved informally, then the employee can raise this in accordance with the School's Grievance Policy. Alternatively, where the Policy being referred to has a right to appeal and a prescribed process, this appeal route would need to be followed.

### 9. ENSURING EQUALITY OF TREATMENT

This policy must be applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, belief or non-belief, age, sex, gender reassignment, sexual orientation, parental, marital or civil partnership status.

For further details please contact the Headteacher or your School Administration Team.

## APPLICATION FOR TIME OFF

The School Governors or nominated person has the authority to grant up to **TEN\*** days leave with pay on compassionate grounds. Additionally they have the authority to grant up to twelve months **unpaid leave** dependant on the needs of the service.

Headteachers and senior managers are asked to make the recommendation in each case.

*\*Ten days for bereavement leave will only be paid in exceptional circumstances*

This form must be **fully** completed for consideration to be given to the application and should be submitted at the earliest opportunity.

Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_

Job Title: \_\_\_\_\_ School: \_\_\_\_\_

UNPAID LEAVE		
No. of Days	Dates	Reason(s)

PAID or COMPASSIONATE LEAVE		
No. of Days	Dates	Reason(s)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For completion by Line Manager / Headteacher  
COMMENTS:

APPROVED / NOT APPROVED Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For completion by Headteacher / Governor  
COMMENTS:

APPROVED / NOT APPROVED Signed: \_\_\_\_\_ Date: \_\_\_\_\_