



Leave Of Absence Policy for Staff

Reviewed by:

Name:

Signature:

Date:

Purpose

The Governing Body will ensure that all employees are treated equally and consistently when applying for leave of absence, in accordance with the school's Equal Opportunities Policy and taking account of differing national and local conditions of employment.

The Governing Body has responsibility for establishing the school's Leave of Absence Policy, for ensuring that it is followed and for monitoring staff absence rates. Unauthorised absence will be dealt with under the school's Disciplinary Procedure. The responsibility for implementing this Policy is delegated to the Principal. Where an employee wishes to make representations against a decision made by the Principal he/she may write to the Governing Body or its appropriate designated Committee giving full details of the request. The decision of the Governing Body or its Committee is final.

Employees have certain entitlements to leave of absence, in particular circumstances, under their conditions of service. In other circumstances the Governing Body will grant leave of absence on a discretionary basis in accordance with this Policy.

Entitlement

The Governing Body will grant leave of absence in accordance with any prevailing statutory requirements. Please note that legislation is constantly changing and this may supersede some of the details provided here. To this extent the details here are to be taken as guidance against the statutory provision.

Entitlement: with Pay

Examiners and Moderators for Examining Bodies

Chief Examiners and Chief Moderators will be given up to 10 school days' leave with pay in any one financial year. Examiners and Assistant Moderators will be given up to 5 school days' leave with pay in any one financial year. Employees shall not be required to pay The UTC any fees or expenses received for examining and moderating duties.

Jury Service and Other Public Service

An employee receiving a summons to serve on a jury must report this to the Principal who will grant him/her leave of absence unless exemption from jury service is secured. An employee serving as a juror is required to claim the allowance for loss of earnings to which he/she is entitled under the Juror Allowance Regulations currently in force. The College will deduct from the employee's full pay an amount equal to the allowance received for loss of earnings.

Witness Summons

An employee who is subpoenaed as a witness to appear before the court should report

this immediately to the Principal who will grant him/her leave of absence with pay for such time as is necessary to discharge the duty as witness.

Service in Non-Regular Forces

Employees must obtain the Governing Body's consent before joining the Non- Regular Forces (e.g. Army, Navy, or Royal Air Force Volunteer Reserve). The Governing Body will grant two weeks' additional paid leave to volunteer members of the Non-Regular Forces who are required by the Forces to attend summer camp.

Such employees are required to show the Principal a copy of the Forces' payslip for the period of the summer camp, so that the Principal can arrange for a salary deduction to be made of an amount equal to the pay received from the Forces for each normal working day of the absence (i.e. without making any deductions for days when the employee would not normally be working.)

Any such employees who are called-out by the Secretary of State for service with the armed forces will be granted leave of absence without pay for the duration of that service (unless the Governing Body applies for and gains exemption, deferral or discharge on the grounds that their absence would cause serious harm to the school in which they are employed.)

Magistrates and Members of Public Bodies

Employees who are appointed as magistrates or who undertake duties connected with the work of district councils or other public bodies, including governing bodies, will be granted leave of absence with pay for the equivalent of up to 208 hours per year in the case of staff on Bucks Pay conditions or service, and 10 school days a year for other staff, unless special approval is given by the Governing Body in exceptional circumstances.

Job Interviews

Leave with pay will be granted as for the duration of the selection process and travel to/from the place of interview. In most cases this will be a single working day.

Examination Leave

A maximum of 5 days' leave with pay to sit approved examinations: this is normally half a day per examination subject. Other staff will be granted 1 days' leave with pay to sit each approved examination.

Maternity Leave

This will be granted and paid as per prevailing national regulations.

Paternity Leave

This will be granted and paid as per prevailing national regulations.

Adoption Leave

This will be granted and paid as per prevailing national regulations

The UTC recognises the need for employees to have leave associated with their spouse's/partner's maternity at short notice to deal with unforeseen circumstances. Staff may be granted the relevant post-natal provisions of the maternity leave scheme for teaching staff. Women are entitled to time off for antenatal appointments or for cervical screening.

Discretionary: with Pay

Compassionate Leave

Absence necessary as a result of the death or serious illness/injury of a spouse, partner, parent, or child will be granted for up to 10 days. Further compassionate leave can be taken without pay.

Medical Appointments

Routine appointments (e.g. dentist check-ups) should normally be made outside UTC working time. Appointments in relation to the treatment of a current medical condition should wherever possible be made outside working hours, or at times to minimize disruption to lessons.

Discretionary : without Pay

Parliamentary Candidates

Leave will be granted, but without pay, from the date when the candidate's nomination is accepted until the date of the election.

Religious Festivals

Leave will be granted, but without pay. A limit of 5 days' unpaid leave is normally applied although additional time may be granted in exceptional circumstances.

Moving House

For employees whose contractual arrangements do not allow them to take annual leave during term time, and where the move cannot be effected in a school closure period, 1 day's leave will be granted without pay.

Other situations

The Governing Body will normally apply a limit of up to 5 days' discretionary leave without pay per annum, although additional time without pay may be granted in exceptional circumstances.

Applications for Leave of Absence

Requests for leave of absence in all circumstances (either with or without pay) should be made well in advance to the Principal on the 'Application for Leave of Absence' form available from the Principal's PA.

In certain emergency circumstances where it is not possible to apply for leave of absence in advance, the 'Application for Leave of Absence' form must be completed on return to work. The employee is still expected to notify the UTC in advance of the absence using the same procedures that apply if absence is for 'illness' if this is practical.

The Principal will make an assessment of the circumstances of any emergency absence on the return to work of the member of staff. The Principal will meet with the member of staff to discuss the circumstances, if he/she deems it necessary.

Review

This policy will be reviewed biennially