St. Margaret Mary's Catholic Junior School

Authorised Absence Policy / Procedure

September 2026

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Approved by (Head Teacher):

Authorised by (COG):

November 2006

METROPOLITAN BOROUGH OF KNOWSLEY

AUTHORISED ABSENCE POLICY FOR SCHOOL BASED STAFF

1 INTRODUCTION

The Governing Body of St Margaret Mary's Catholic Junior School recognises that there are many reasons why an employee may require leave of absence from work. The majority of these are set out within existing statutory provision and, in many cases, enhanced provision as agreed under appropriate National Conditions of Service in respect to both teaching and support staff employees, eg maternity rights. However, the Governing Body recognises there may be occasions where leave of absence may be requested by an employee that falls outside of these agreements.

This Policy relates to paid and unpaid absence up to a period of twelve months and is intended to compliment the National and Local Conditions of Service referenced above.

2 PROCEDURE

2.1 Any request for leave of absence, whether paid or unpaid, must be authorised by the Headteacher/Designated Line Manager.

2.2 Requests for time off detailed in this Policy should be made in writing. Where an unexpected event occurs that requires a short period of leave the Headteacher/Designated Line Manager can be contacted by telephone and a response discussed within the guidelines of this Policy.

2.3 Where approval to a request is granted, the Headteacher/Designated Line Manager will arrange for this information to be recorded on the employee's personnel file record and, if necessary, for Payroll Section to be notified of any pay adjustments.

3 PAID LEAVE OF ABSENCE FROM WORK

Employees are able to take paid leave of absence from work for a range of circumstances as follows:

3.1. <u>Special Leave</u>

The Headteacher/Designated Line Manager, at his/her discretion, may grant up to a maximum of five day's paid Special Leave, in any leave year, in the following circumstances:

3.1.1. Bereavement Leave

Up to five days leave of absence with pay. The Headteacher/Designated Line Manager may also authorise further leave without pay in appropriate circumstances.

General guidance on the provision of Bereavement Leave is as follows:

- Up to five days with pay in the case of bereavement of a close relative (parent, spouse, partner, child, brother, sister) or other person who may have acted as a parent or who is a dependant

- Time off, with or without pay, up to one day in the case of other relatives to attend the funeral

- Other factors to be taken into account will include the location of the funeral, the relationship of the employee to the deceased and the arrangements which an employee has to make.

3.1.2. Other Special Domestic Circumstances

Up to five days' leave of absence with pay. The Headteacher/Designated Line Manager may also authorise further leave without pay in appropriate circumstances. Some examples that fall within this category are:

- An emergency situation involving a dependent.

- Compassionate leave.

- An emergency situation at home i.e. water pipe burst, gas leak, etc.

Who counts as a dependent?

A husband, wife or partner, child or parent, or someone living with you as part of your family can all be considered as depending on you. Others who rely solely on you for help in an emergency may also qualify.

What can count as an emergency?

An emergency can be when someone who depends on you:

- is ill and needs your help
- is involved in an accident or assaulted
- needs you to arrange their longer term care
- needs you to deal with an unexpected disruption or breakdown in care, such as a childminder or day-care transport failing to turn up
- goes into labour

How much time am I allowed?

The time provided is only for as long as it takes to deal with the immediate emergency, for example, if your child falls ill, you can take enough time off under this provision, to deal with their initial needs, such as taking them to the doctor and arranging their care. You will need to use other forms of leave if you want to stay off work longer to care for them yourself.

3.1.3. Infertility Treatment

Up to five days' leave of absence with pay may be taken to attend for treatment.

3.2. Leave for Examinations

Study leave may be granted up to a maximum of 1 half day with pay for each academic subject.

Employees studying assignment based courses, where no examination is taken, will be entitled, instead, to take up to 3.5 hours leave per academic subject, to be taken by agreement as required during the College year.

3.3. Election Duty

Employees assisting in the running of Local and Parliamentary elections within the Borough shall be allowed leave with pay, subject to such leave being granted within the exigencies of the school

3.6. Attendance as a witness

Employees attending Court on behalf of the School or the Local

Authority or attending any meetings as part of any internal investigation procedure will be allowed paid time off.

4. UNPAID LEAVE OF ABSENCE FROM WORK

4.1 Requests for unpaid leave of absence should be given full consideration. Exigencies of the service must always be paramount.

4.2 Unless detailed in Section 3, requests for additional leave will normally be unpaid.

4.3 Requests for periods of unpaid leave for up to 12 months may be submitted by an employee. For any requests for unpaid leave of four weeks or more, such approval must be sought from the Headteacher who, in consultation with the Governing Body, will determine whether approval is to be given.

4.4 It would not be feasible to detail all circumstances where a request for unpaid leave of absence would be considered but as a guide these are some examples ;-

- Extraordinary holiday opportunities
- Study opportunities

4.5 Once on a period of unpaid leave, employees must contact the Headteacher/Designated Line Manager within the following timescales, to confirm their intention to return to work on the date agreed between themselves and the Headteacher/Designated Line Manager:

- Upto three weeks – seven calendar days prior to the agreed date of return
- Between three weeks and three months – fourteen calendar days prior to the agreed date of return
- Between three months and twelve months – twenty one calendar days prior to the agreed date of return

4.6 If an employee has not returned to work by the date agreed, it will be viewed that they have resigned from their employment with the School.