



Mayfield Primary School

17. Leave of Absence

Reviewed Annually



Our Vision. Our intention. Always start with why!

Valuing



Every Achievement

Social - Academic - Moral - Personal

We know that intention can be easy words that look and sound effective. Our true intention is one that is enabled and implemented by the actions we take to show that we mean what we say. Mayfield is committed to building a school that is viewed from the children's eyes. We ask ourselves: How will they approach this? What do they already know? What skills will they bring? Which groups require input? How do we need to teach this? What will engage them? How long do they need? What do they need us to teach them now?

So....

we know our children must be the busiest people in any room. Children must have 'active purpose' and we must erase 'learned helplessness'. Our children's starting points are a vital consideration. We must keep teaching groups as small and precise as possible. Their independence and resilience is imperative. Their strong attendance and punctuality is paramount. We want **everyone** to embrace mistakes and never be afraid to learn from them. We will draft, repeat, refine and polish to achieve lasting progress. Learning is not a rapid, one stop shop. We will talk, listen, perform and present to foster confidence. We must rapidly build vocabulary. Marking **must** have a clear purpose, a response and be as 'live' as possible. We are constantly developing a curriculum that meets our children's needs and it must utilise and embrace our unique location. Classroom layout and design is essential. A unique environment must be generated.

We must provide a flexible and responsive timetable and lesson structure. Our teachers must adopt and explore many teaching styles. Social times are a chance for new ideas and to be viewed as a new opportunity and we must be insistent and consistent to foster positive behaviours. We are not afraid to change. We will dare to do and learn. We will challenge **established thinking**.

We will use common sense. We accept the fallibility of being human. We are not perfect.

We are proud to accept and respect everyone.

Enabling

Every Achievement

Genuine. Honest. Passionate. Take our hand. Change the landscape.

*** Mayfield Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. We recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. ***



Mayfield Primary School

LEAVE OF ABSENCE: ALL STAFF

THIS IS THE GENERIC LCC POLICY ADOPTED BY MAYFIELD PRIMARY SCHOOL (APRIL 2025).

1. INTRODUCTION

- 1.1 This document sets out the policy framework for leave of absence for all staff.
- 1.2 This scheme applies to staff in Community and Voluntary Controlled Schools and teaching staff in centrally managed services. It is commended to the Governing Bodies of Voluntary Aided and Foundation Schools.
- 1.3 Leave of absence is a contractual right and minimum entitlements to paid and unpaid leave within the scheme must be met. Schools may exercise discretion to award leave, paid or unpaid in excess of the minimum but should be mindful of treating staff consistently and fairly and the risk of setting a precedent for requests which fall outside of the scheme. All requests for such leave should be considered on an individual basis, with due sensitivity to the circumstances.
- 1.4 This scheme does not apply to sickness absence, maternity/adoption leave or time off for Trade Union activities for which there are separate provisions.
- 1.5 Where possible, employees will be encouraged to arrange appointments outside of the school day/term time. The Leave of Absence provisions only apply where this is not possible.
- 1.6 Leave of absence must be applied for at least one week in advance wherever possible

2. APPLICATIONS FOR LEAVE OF ABSENCE

- 2.1 Applications for leave of absence must, normally, be received at the point when the member of staff is first aware that leave of absence will be required or at least seven days prior to the first day of intended absence (except in the case of emergency/unforeseen circumstances when the Headteacher should be informed at the earliest opportunity). Failure to give adequate notice of the request without good reason may result in the request not being approved.
- 2.2 All applications for leave of absence shall initially be made to the Headteacher on a standard pro forma. (See sample attached at **Appendix A**).
- 2.3 For requests for Leave of Absence which clearly fall within this scheme, these should be considered by the Headteacher who will be responsible for communicating the decision (using the sample pro-forma attached at Appendix A) to the individual.
- 2.4 For requests for Leave of Absence which do not clearly fall within this scheme (or any other scheme) these should be referred by the Headteacher to the relevant Governors Committee who will take into account the following:-



- The reason for the request
- If the request is for paid or unpaid leave
- The impact granting such leave will have on the continuity of education, any additional burden on colleagues and the impact on the school budget
- Whether any similar requests have been approved or not approved previously
- The precedent that may be set by granting such leave
- Any advice sought from the Schools HR Team
- The impact on equality

- 2.5 In these circumstances the relevant Committee should communicate their decision in writing giving full reasons for approving or not approving the leave using the sample pro-forma attached at **Appendix A**.
- 2.6 Requests for leave submitted by the Headteacher should be directed to the Chair of Governors, who will be responsible for considering the request or referring the matter to the relevant Committee of the Governing Body (depending upon whether the request falls under the Scheme or not).

3. NOTES

- 3.1 Periods of leave are expressed in days. In practice, leave may be taken as days, half days or lesser periods as may be agreed.
- 3.2 Maximum periods of leave allowed relate to an academic year.
- 3.3 For teachers in Centrally Managed Services, references to the Headteacher should be taken as referring to the relevant Senior Manager. In such cases, the functions ascribed to the Governing Body will be undertaken by the relevant Head of Service. Reference to 'school' should be taken as referring to the 'service'.
- 3.4 For those schools who have entered into a Service Level Agreement with Lancashire County Council Payroll Service all absences granted under this scheme, whether paid or unpaid, should be entered promptly onto the Oracle system.
- 3.5 For those staff who work fewer than 5 days per week the amount of approved leave will be reduced pro-rata.
- 3.6 A summary table outlining all provisions is attached at **Appendix B**.
- 3.7 Guidance notes regarding certain provisions are attached at **Appendix C**.
- 3.8 Guidance for Time off for Trade Union Duties is attached at **Appendix D**.
- 3.9 Separate provisions exist for [Maternity Leave](#), [Adoption Leave](#), [Paternity Leave](#), [Maternity Support Leave](#), [Shared Parental Leave](#), [Parental Leave and Neonatal Care Leave](#).
- 3.10 The employee is prevented from entering into any other contracted/paid employment with the Council or any other employer during either the paid or unpaid leave period.



APPENDIX A

LEAVE OF ABSENCE REQUEST

Please ensure this form is submitted to the Headteacher as soon as possible. Forward planning is vital and staff absence must be planned for.

Name:

Dates & Times:

Please outline reasons (with supporting document/s as relevant).

Are you requesting with or without pay?

Response from Senior Leadership

Request for leave of absence APPROVED/NOT APPROVED

Request will be WITH PAY/WITHOUT PAY

Headteacher Signature:

Date:

* A copy will be returned to the employee and the school Business Manager to record on the Oracle absence system – if required

THIS IS THE GENERIC LCC POLICY ADOPTED BY MAYFIELD PRIMARY SCHOOL.

LEAVE OF ABSENCE ENTITLEMENTS (SEE SEPARATE GUIDANCE NOTES)

APPENDIX B

CATEGORY	MAXIMUM ENTITLEMENT (PAID LEAVE UNLESS OTHERWISE STATED)
<i>Contractual Leave</i>	
Sick Leave	See separate Absence Management Policy
Maternity Leave	See separate Maternity Leave Scheme
Neonatal Care Leave	See separate Neonatal Care Leave Policy
Adoption Leave	See separate Adoption Leave Scheme
**Paternity leave	See separate Paternity Leave Scheme
**Maternity Support Leave (Support Staff only)	See separate Maternity Support Leave Scheme
(** NB Employees entitled to both Paternity Leave and Maternity Support Leave are only entitled to 2 weeks leave in total)	
Trade Union activities/duties	See separate Facilities Time Agreement and Time off for Trade Union Duties at Appendix D
<i>Public Service (Paid) (18 days in total for <u>all</u> public service duties excluding those marked with an *)</i>	
Parliamentary Candidates	15 days paid, 5 days unpaid
Members of other Local Authority Councils and Committees.	18 days
Appointment by Minister of the Crown, Association of Local Authorities, or Local Authority, to serve on Committee, Panel, Tribunal etc (or election to such)	12 days
Magistrates/Justices of the Peace	18 days
Those who are Governors of schools other than their own	18 days
*Jury Service	Separate provisions apply here
*Attendance at Court/Tribunal as a Witness	No maximum
*Reserve Armed Forces (see here for more information)	No maximum
*Training or active service with reserved armed forces	2 weeks with pay for summer camp if this falls within the person's normal working time
<i>Public Service (Unpaid) (18 days in total for <u>all</u> public service duties)</i>	
Candidates for election to a local authority	Day of election
Official delegate to annual conference of a major political party	Duration of conference
Election Duty	1 day
<i>Discretionary Leave/Leave associated with role in school</i>	
Voluntary Organisations/ representing county/country at sport etc.	As required – subject to approval
Those who are Governors of their own school	As required - subject to approval
Attendance at external meetings relevant to the person's role/needs of the school	As required - subject to approval



CATEGORY	MAXIMUM ENTITLEMENT (PAID LEAVE UNLESS OTHERWISE STATED)
<i>Personal Leave (paid)</i>	
Job Interviews	Reasonable time off – subject to approval
Illness of a dependant/accompanying a dependant to a medical appointment	Up to 6 days with pay – <i>only the first day of each occasion is with pay unless exceptional circumstances apply</i>
Funerals of close relatives	1 day (Up to 3 days in total if unavoidable travel or acting as a personal representative)
Foster Care/ Special guardianship (to facilitate fostering arrangements)	Up to 3 days in total.
Prospective parents (other than the expectant Mother)	1 ante-natal visit and up to 3 scans (unless exceptional circumstances)
Degree ceremony/passing out parade of spouse/partner, son or daughter	1 day (Up to 3 days in total if unavoidable travel)
Ante natal visits/scans	As necessary
Pre-adoption visits	As necessary/reasonable
Time off for medical treatment, eg IVF	As necessary
Time off for medical/dental appointments that cannot be arranged outside of working hours	As necessary/reasonable
<i>Personal Leave (Unpaid)</i>	
House Removal	1 day
Wedding of a close relative	1 day
Religious	Up to 3 days
Elective surgery (eg cosmetic surgery not arising from serious injury or illness)	As required – subject to approval
Time off for dependants (NB this is a statutory entitlement and is separate to 'Illness of a Dependant' above).	As required – See Guidance Notes at Appendix C
Unpaid Carer's Leave (NB this is a statutory entitlement and is separate to 'Illness of a Dependant' above).	One week of leave every 12 months – See Guidance Notes at Appendix C
Personal Leave for other matters, eg to care for a seriously ill person, extended holiday, pilgrimage etc	Up to 2 months – subject to approval. If further unpaid leave is requested this should be approved by the Governing Board.
<i>Professional Leave</i>	
Work outside the auspices of the Authority connected to Education, eg TV work/lectures	5 days paid, 5 days unpaid
Participation in work of recognised exam boards	12 days paid, 6 days unpaid
In-service training where course is financed from school budget	Duration of course
School visits for the purpose of professional development	As necessary – subject to approval



OFSTED Inspections/DfE performance management work	As necessary.
Study Leave	
Time off for attending college/University to study for a formal qualification, eg GCSE, NVQ, BTEC, Degree	As agreed by the Governing Board prior to the course of study commencing taking into account the relevance of the qualification to the person's role and the needs of the school.
Time off for study leave/exams for a formal qualification, eg GCSE, NVQ, BTEC, Degree	As agreed by the Governing Board prior to the course of study commencing taking into account the relevance of the qualification to the person's role and the needs of the school.
Time off for private study/exams not relevant to role or approved by the school	Employee should submit a Flexible Working Application
Attendance at interview or degree ceremony	Up to 2 days with pay providing course of study has been funded by school and/or is relevant to role.

APPENDIX C

LEAVE OF ABSENCE GUIDANCE NOTES

1. PUBLIC SERVICE LEAVE

1.1 18 days in total (both paid and unpaid) are granted for Public Service duties as outlined in Appendix B excluding:

- Jury Service
- attendance at court/tribunal as a witness
- official working groups
- Reserve Armed Forces – training or active service

2. DISCRETIONARY LEAVE/LEAVE ASSOCIATED WITH ROLE IN SCHOOL

2.1 All leave within this category will be as required and subject to approval taking into account the person's role and the needs of the school.

3. PERSONAL LEAVE

3.1 Leave will be granted where it has not been possible for appointments/events to take place outside of normal working hours/term time or, in the case of caring for dependents, where it is not possible for the caring responsibility to be carried out by another carer.

3.2 6 days with pay are available in relation to leave of absence for the purpose of caring for a dependent when they are ill and/or their normal caring arrangements breakdown. For each occasion, unless there are exceptional circumstances, any leave beyond 1 day will be without pay and a total of 6 days per year will be granted.

3.3 In relation to 'Time off for Dependents' this is a separate statutory entitlement in order to deal with an emergency involving a dependant. A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care. This should be referred to when all Personal Leave has been exhausted. Further details can be accessed [here](#).

3.4 In relation to Unpaid Carer's Leave this is a separate statutory entitlement in order to give or arrange care for a 'dependant' who has:

- a physical or mental illness or injury that means they're expected to need care for more than 3 months
- a disability (as [defined in the Equality Act 2010](#))
- care needs because of their old age

Further details can be accessed [here](#)

3.5 For attendance for an interview reasonable time off will be available, taking into account the circumstances of individual schools. Advice should be sought from the Schools' HR Team where necessary. Pre-interview visits will be allowed at the discretion of the Headteacher.



- 3.6 For time off for medical treatment eg fertility treatment absences as a hospital outpatient or GP appointments (for tests etc.) will be allowed as necessary, outside the Leave of Absence Scheme, where appointments cannot reasonably be arranged outside working time.

If an employee is admitted to hospital as a day patient or in-patient this would fall within the sickness absence provisions, as they would not be in a position to attend work even if they wished to. Should a school have concerns regarding the length of any subsequent period of sickness absence following medical treatment they are advised to contact Occupational Health who will advise on any likely recovery period and expected length of absence from work, which may differ from the former.

Where it is considered that the number of repeated requests for time off for medical treatment have reached unreasonable proportions any decision to refuse a request must be based upon a clear business reason(s) and if necessary advice should be sought from Occupational Health.

- 3.7 For time off for elective surgery (eg eye laser surgery, plastic/cosmetic surgery/vasectomy) – it is expected that such procedures should be undertaken outside of normal working hours taking into account the relevant recovery period. Where this is not possible leave *without* pay may be granted. For cosmetic surgery as a result of serious illness or injury, time off will be in accordance with the sickness absence scheme.
- 3.8 Maternity Support Leave of 5 days 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. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of birth.

This scheme also applies to adoptions.

Note: Employees who qualify for both Maternity Support Leave **and** Paternity Leave will only be entitled to two weeks' leave in total - one week's Maternity Support Leave with normal pay and one week's Paternity Leave paid at the standard rate of Statutory Paternity Pay (SPP), as set out in the [Paternity Leave](#) Policy. Maternity Support Leave is available only to those on NJC Terms of Condition (ie Support Staff).

4. **PROFESSIONAL LEAVE**

- 4.1 Professional leave is for the purposes of bringing further expertise and CPD into the school and/or contributing to the wider education sector through involvement with, for example, exam board work and Ofsted.
- 4.2 All requirements for professional leave should be discussed with the Headteacher who will assess what benefits such leave will bring to the school, the employee and the wider education sector.
- 4.3 Professional Leave with normally be paid unless alternative arrangements apply, eg the school is re-imbursed directly by other agencies.

5. **STUDY LEAVE**

- 5.1 The provisions within this policy are purely for guidance due to the many different types of study methods and qualification now available. Schools may wish to draft a separate Study Leave Policy.
- 5.2 Time off for any leave associated with the course of study, including attendance at college, revision time, exams, passing out/degree ceremony should be agreed in advance of the course starting.
- 5.3 Any leave approved by school for the purposes of obtaining additional qualifications should take into account the individual's role, the benefit to school, the impact on other staff and the cost to school.



- 5.4 Where time off is requested for a course of study which is not relevant to the employee's role or of benefit to the school this should be considered in accordance with the [Flexible Working Policy](#).



APPENDIX D

GUIDANCE FOR MANAGERS ON TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

Introduction

Trade union representatives have a statutory right to reasonable paid time off from employment to carry out trade union duties and trade union training. They also have a statutory right to reasonable unpaid time off when taking part in trade union activities.

There are positive benefits for schools in supporting the role of the trade union representative. Effective trade union representatives can aid in the resolution of problems and conflicts at work and, by granting reasonable time off to represent or accompany members, formal procedures can be progressed more speedily.

The role of the trade union representative can be demanding and complex and, in order to perform effectively, sufficient time off should be given from their normal duties, where appropriate, to undertake trade union duties and relevant training.

It is important to draw a distinction between trade union duties, which are paid, and trade union activities, which are unpaid.

Trade union duties

Duties are likely to be the following:

- providing advice to trade union members;
- meetings to prepare for and represent/accompany trade union members at formal hearings etc.;
- attending meetings with school management representatives to discuss individual cases/disputes;
- meetings with officer representatives as part of formal/informal consultation/negotiation.

Trade union activities

Activities are organised and conducted by the trade union and can be, for example:

- attending workplace meetings to discuss and vote on the outcome of negotiations with the Local Authority and/or School;
- voting in union elections;
- having access to services provided by a Union Learning Representative;
- branch meetings of the union where the business of the union is under discussion.

Considering a request for time off

When a trade union representative submits a request for time off, the request should be reasonable and the time off sufficient to undertake the duty or activity. Time off should be granted subject to a balance between the needs of the school and the needs of the employee to be represented.

The trade union representative should provide the Headteacher with the following information when making a request for time off, giving as much notice as possible:

- the reason for the request (but preserving personal confidential information);



- the date, time and duration of time off required;
- details of any training course to be attended (for example, the content of the training course).

A mutually convenient time should be agreed where possible which minimises the effect on school.

Factors to take account of when considering a request for time off:

Reason

The reason for the time off and the scale or complexity of the issue.

Time

The amount of time that has already been granted to deal with this particular issue, or to undertake TU duties for other members.

Availability

Whether other trade union representatives are available to undertake these duties.

How the workload of the employee can be managed during their absence and the likely impact on the service.

Needs of the TU member

The needs of the employee requesting representation.

The working patterns of the trade union representative and the employee requesting representation.

Headteachers should consider each request for time off on its merits, taking into account the above factors and must act reasonably when considering requests and balance each request for time off with the needs of the school. Headteachers should be flexible wherever possible, particularly where the trade union representative is involved in matters where their non-release may delay a disciplinary hearing, for example.

The amount of time requested to be taken off will fluctuate depending on the nature and complexity of matters trade union representatives are involved in and the numbers of trade union representatives available at a given time to undertake the duties.

Procedure for recording time off for trade union duties/activities

Trade union representatives should submit any request for time off to the Headteacher using the Oracle Fusion system. The Headteacher will approve the request or otherwise and record on Oracle Fusion.