



LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Leave Policy

For use across all Academy schools and Trust Central within the Lux Mundi
Catholic Academy

Lux Mundi Catholic Academy Trust Mission/Vision Statement

- To be united as an outstanding Catholic educating and worshipping community, promoting spiritual, academic and moral growth.
- To enable all pupils and the wider community to learn so that they fulfil their potential and aspirations, growing and flourishing together as God has called us to do.
- To be a place of harmony, working in partnership to promote justice, respect, service, inclusiveness and collaboration as a community where all are equally valued and loved.
- To work together utilising our resources to ensure high quality teaching and learning and an ambitious, engaging, enriching and rewarding curriculum.

1. Decisions Regarding Requests for Time Off

1. The Headteacher of each school within the Trust (or Chair of Governors if it is the head requesting time off)
2. The Line Manager for Trust Central Staff

has the delegated decision as to whether to grant time off and whether it should be paid or unpaid. Appeals against the Headteacher's/Chair's/Line Managers decision should be made to via the Grievance procedure.

Any abuse of the policy will be dealt with under the Disciplinary procedure.

A formal record of requests including a description of the circumstances and whether or not the request was granted in accordance with the framework of the policy will be maintained.

2. Statement of Intent

The Lux Mundi Catholic Academy Trust recognises the importance of consistency, openness and equality in responding to requests from staff for special leave of absence for family and personal reasons.

This policy recognises:

- the statutory entitlement to unpaid time off to attend to urgent matters related to dependants;
- national and local agreements;
- best practice which seeks to maintain good working relationships between staff and management;
- the operational needs of the school.

It is intended that this policy will provide a clear and workable framework to enable requests for leave of absence for staff working in schools to be reasonably and fairly handled. This policy recognises that the operational needs of the school are a priority and there may be times when the Headteacher has to refuse a request for leave.

It should be noted that there might be occasions when circumstances arise not identified in this policy. In such circumstances the decision regarding leave of absence remains within the discretion of the Headteacher/Line Manager.

Each case will be judged on its own merits and circumstances. The granting of time off in one case will not necessarily set a precedent for other cases.

In setting this policy the Trust has taken into account the arrangements available for short term cover for absent teachers and the Trusts commitment that teachers will only rarely be required to cover.

Care will be taken in applying this policy to ensure compliance with equality legislation and policies on avoiding discrimination.

3. Statutory Leave

Time Off For Dependants

The Employment Relations Act 1999 provides all employees with the right to take reasonable unpaid time off to deal with certain unexpected or sudden emergencies relating to dependants. Governors have agreed to one days paid leave per academic year.

Staff taking time off under this right must notify the Headteacher/Line manager of their absence on the day they take time off and if possible to give notification in advance.

Circumstances when an employee may take time off are:

- If a dependant falls ill, or has been injured or assaulted
- To make longer term care arrangements for a dependant who is ill or injured
- To deal with a death of a dependant
- To deal with unexpected disruption or breakdown of care arrangements for a dependant
- To deal with an incident involving the employee's child during school hours

There are statutory rights to parental and adoption leave these are explained in the Maternity, Paternity and Adoption Policy.

Examination Duties

Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales.

Jury Service

Employees may take paid leave to undertake jury service or to appear as a witness. They are required to claim the allowance for loss of earnings from the Court and an equivalent amount will be deducted from the employee's salary.

Time Off To Attend Ante-Natal Appointments

The Maternity Regulations provide the right for all women to take reasonable paid time off to attend antenatal care. Women staff must produce evidence of appointments if requested to do so by the Headteacher/Line Manager.

Time Off For Public Duties

Staff who are appointed to an important office in public service, e.g., as a Magistrate, Local Government Councillor or Member of the General Teaching Councils for England will be granted up to 18 days paid leave of absence in a school year.

Staff who hold such public office should advise the Headteacher/HR Director at the time of their appointment.

Time off for Volunteer Members of the H.M Forces

Volunteer members of HM Forces will be granted up to two weeks' paid leave of absence in any school year to attend summer camp where this cannot be arranged during a school

vacation. If volunteers are mobilised, the law protects employment and requires reinstatement on return from mobilised service.

Trade Union And Professional Association Duties

Staff undertaking recognised Trade Union or Professional Association duties are provided paid time off.

4. Non-Statutory

Compassionate Leave

Paid compassionate leave is granted in the following circumstances:

- Sudden, serious illness of near relative.
- For funerals;

- 3 days leave if outside of London, 1 day in London for funeral.
- Outside of UK at discretion of Headteacher to increase to 5 days
- Offer more if close relative member at discretion of Headteacher/Line Manager.

Leave to Attend Significant Events

The Trust recognise that from time to time staff may have the opportunity to attend a significant event during term time. For example, the graduation ceremony for a son or daughter or the wedding of a close family member.

Teachers and term time only staff do not have a leave allowance, which can be taken during term time. This policy enables staff to take two days of unpaid leave in a school year in order to attend a significant event. Staff must seek the express permission of the Headteacher/Line Manager for unpaid leave in advance of the event. The operational needs of the school/Trust will be considered before granting leave and there may be times when the Headteacher/Line Manager will need to refuse a request for leave.

Interviews

All staff may take reasonable paid/unpaid leave to attend selection interviews for jobs and will be guided by local agreements to determine this. Requests to take leave to attend an interview must be made to the Headteacher/Line Manager in advance of the event.

Moving House

Staff are encouraged if at all possible to make arrangements to move house during school closures. However, if this proves impossible, staff are granted one day of paid leave in order to move house. The Headteacher/Line Manager is permitted to ask for documentary evidence relating to why the move could not take place during school closures.

Medical And Dental Appointments

Employees are expected to make appointments outside normal working hours wherever possible. Staff attending such appointments must seek the permission of the Headteacher/Line Manager before attending. The Headteacher/Line Manager has the right to request to see appointment cards/letters to confirm appointments and/or to establish any duty of care arrangement which it may be necessary to exercise.

Leave For Religious Festivals And Holy Days

Regulations do not require employers to provide time or facilities for religious or belief observance in the workplace. However, requests for unpaid time off will be treated sympathetically where it is reasonable to do so. The school will allow two days paid leave within a 12-month rolling period for most significant festivals related to religions commonly found in the UK.

Time Off To Accompany A Fellow Employee In A Disciplinary Or Grievance Situation

Reasonable paid time off will be granted to accompany a fellow worker at a disciplinary or grievance hearing.

5. Deductions from Pay

Where the time off granted is unpaid, the deduction from salary will be at the following rates:-

- Teaching staff: $1/365^{\text{th}}$ of the annual salary for each day's absence
- All other staff: $1/5^{\text{th}}$ of a normal week's pay for each day's absence

Paid and Unpaid Leave Arrangements - Lux Mundi

P/U	Type of leave	Time allowed	Decision/Notes
P	Dependency Leave	2 days max. paid per rolling 12-month period	2 days paid. Further days unpaid at the Headteacher's discretion in exceptional emergency circumstances which were not known in advance.
U	Dependency Leave or Bereavement leave	<i>Reasonable</i> time off to deal with unexpected emergencies ¹ involving dependents. ²	At the Headteacher's/Line Managers discretion.
P	Domestic Violence	Employees who are fleeing domestic violence situations. The length of time given is discretionary.	2 days paid. Further days unpaid at the Headteacher's/ Line Managers discretion and written evidence in support of the request to be provided.
P	Jury Service	Directly linked to the length of the jury service	If the employee's absence is likely to have serious service implications, the school can apply to have the employee exempted. Employees should be advised to defer where the service does not fall in holiday time.
P	Funerals	1 day for an immediate relative. ⁴ 3 days if more than half-a day's journey from London 5 days if overseas.	Beyond 'immediate relative' at the Headteacher's/Line managers discretion.
U	Wedding	1 day. Paid for a close member of family.	Beyond 'close family', leave granted 1 day unpaid at the Headteacher's discretion. ⁴ Up to 2 additional days unpaid if more than half-a day's journey from London.
P	Moving house	1 day	
P	Interview	3 days per rolling 12-month period	
P	Study and exam leave	Exam or study leave – up to 5 days per academic year	Only applicable for staff undertaking training paid and/or sponsored by the school/Trust

¹ An emergency is defined as arising when someone who depends on the employee: Is ill and needs the employees help. Is involved in an accident or is assaulted. Needs the employee to arrange longer-term care in relation to illness/injury. Needs the employee to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse falling ill or failing to turn up. Goes into labour. Dies (subject to the provision in Bereavement leave). Has an unexpected incident at school (children only).

² A dependant is defined as: A spouse, partner or civil partner. A child. A parent. A person living in the same household (other than an employee, tenant, lodger or boarder). Any dependent who reasonably relies on the employee for assistance on such an occasion as when the person falls ill or is injured or assaulted, or to make arrangements for the provision of care in the event of illness or injury (for example elderly relatives not living in the same household but reliant on the employee to assist them in the event of illness or injury).

⁴ An immediate or close relative is defined as: A spouse, civil partner/partner, parent, step parent, or a person with whom the employee is in a relationship of domestic dependency

P	Leave as an examiner for moderation or training	2 days	Unpaid if paid by the exam board
P	Graduation	1 day	Presentation of degree to husband, wife, son or daughter
P	Religious days	2 days, per rolling 12-month period Please note that these days are for the most significant festivals related to religions commonly found in the UK	At the Headteacher's/Line Managers discretion, additional unpaid days may be agreed. All year-round support staff to book annual leave as religious holidays.
P	Court attendance	Called as a witness. Up to 2 days paid	Evidence of call to attend should be provided and length of attendance.
P	Inquest	As necessary	
P	Leave for election duties	Election or polling duties for the London Borough of Hackney	Unpaid if election or polling duties for other Boroughs
P	Annual training for members of voluntary forces	1 week	TA, RAF, ATC, Cadets Units, Officer Training Corps, Royal Naval Volunteer Reserves paid
P	Special leave for public duties	Member of a Local authority 5 days a year Leader of a Local Council - 5 days a year Mayor of a Local Council - 5 days a year Justice of the Peace - 10 days a year School Governors - 5 days a year	Additional paid or unpaid at Headteacher's discretion with HR & Resources Committee agreement <i>Requests to serve on any other public body would require support and agreement from the Headteacher; otherwise the time will need to be taken as unpaid leave. Provisions are not accumulative</i>
U	Other special leave	E.g. Visits to family abroad. Urgent domestic problems. Family illness. Religious festivals or holidays Personal circumstances, <i>including dental, doctor and hospital appointments.</i>	The Headteacher/Line Manager will consider each case on its merits and in particular the member of staff's personal situation and the implications their absence would have on the service with HR & Resources Committee agreement and taking into account relevant factors identified in the leave entitlement policy.