

Bishop Gore School

Leave of Absence Regulations and Procedures

Date of Implementation:

Date of Review:

Lead Person: D. Hockenhill

GENERAL

The following indicate the circumstances under which consideration will be given to applications from teachers for leave of absence for reasons other than illness, injury or other disability.

Whilst every circumstance cannot be covered by this policy, each request should be considered in a reasonable and/or compassionate manner. Such consideration will be subject to:

applications being submitted to Heads of Establishments in sufficient time to permit any rearrangement that may be necessary at the school during the teacher's absence.

the Head of Establishment being satisfied that, during the proposed absence of the teacher, suitable arrangements can be made for the operation of the school.

Accordingly, except in special circumstances, an application should be made to the **Head of Establishment at least seven days before** the date of absence and, to assist in dealing with the request, it is essential that full supporting details are provided. In the case of Headteachers, applications should be submitted to and approved by the Chair of Governors.

The provisions below are indicative of the conditions under which teachers can expect applications for leave of absence to be granted. Such applications will, however, be subject to the exigencies of the service and it should be noted that the granting of leave of absence (with or without salary) is not a right and is discretionary. All reasonable requests will be given proper consideration in light of service delivery.

2.0 LEAVE OF ABSENCE WITH SALARY

Consideration will be given, under this heading, to applications that fall within the following categories:

- Family bereavements

Leave of absence with salary may be granted to a teacher:

who is the parent, spouse or child of the deceased person, from and including the **day of death up to and including the day of interment**, normally for a maximum of 5 working days.

who is the closest responsible relative (other than the parent, spouse or child) of the deceased person for a period to be **determined according to the individual circumstances**, but not normally to exceed 5 working days.

- Attendance at:

the funeral of friends, or other relatives.

a funeral as the representative of either a recognised organisation of teachers or of a school.

- Emergency situations involving the illness of a parent, spouse or child normally up to a period of a day;
- Acting as a delegate or representative at an educational conference;

- Attendance, as a juror or witness, at a Court of Law (in all cases a claim for loss of earnings must be made from the Court);
- Attending interviews for posts within local education authorities;
- Attendance at meetings of a University Court of Governors, Governing Bodies of schools or colleges or any similar body recognised by the Authority;
- Attendance at Degree ceremonies or at the presentation of a National Honour, if personal to the teacher, spouse or children;
- Sitting examinations intended to improve a teacher's professional qualifications;
- Attendance at inter-school competitions or matches as an official.
- Representing the nation in major international cultural or sporting events;
- Service as a Member, when constitutionally co-opted in the capacity of a teacher, on a Committee or Sub-Committee of the Authority;
- Service as a Justice of the Peace provided that the requested leave is for approved duties, and:

shall not exceed a total of eighteen whole days or thirty-six half days in any twelve month period from 1st April, each year;

is not for a period of less than half a day;

in lieu of any allowance claimable.

- Serving as a Member of a Local Authority or as a Member of a Committee or Sub-Committee thereof, provided that the requested leave is:

with full pay less the amount of any allowance claimable for a total of up to the equivalent of eighteen days in any twelve monthly period from 1st April, each year,

not for a period of less than half a day,

without salary for any period additional to that specified above;

- Servicing examination panels or moderating examinations recognised by the Authority or acting as a Chief Examiner, Examiner or Scrutineer, or member of the Examinations/Main Committee of a recognised Board, at secondary level;
- Moving house (normally a maximum of 1 day per academic year).

3 LEAVE OF ABSENCE WITHOUT SALARY

The following conditions shall apply when considering requests for leave of absence without salary:

Indefinite leave of absence shall not be granted,

Absence for a whole school session morning or afternoon shall mean the loss of a half day's pay,

Absence for a part-session shall mean loss of salary assessed in quarter hour units and related to the twenty-two units which, for the purpose of this schedule, are taken to comprise a school day. Such part-session loss of salary shall not exceed the loss of a half-day's pay,

Given these conditions, consideration will be given to applications for leave of absence without salary that fall within the following categories:

- Absence owing to serious illness in the family;

- Transaction of private business which cannot be conducted outside school hours provided that the Head of Establishment is satisfied that no other arrangement can be made;

- Attendance at:

teachers' own weddings, the weddings of close relatives or friends.

- Attendance at recognition, induction and ordination services of close relatives or, if personal to the teacher, religious services of confirmation;

- Representing Religious Bodies at religious ceremonies or conferences;

- Serving as delegates or representatives at conferences of a noneducational character;

- Attendance at sporting events (or trial games preliminary to them) at any level. In all cases, leave of absence without salary will only be granted to teachers who:

hold official positions,

are players or reserves,

serve as judges, referees, linesmen, time-keepers or other such officials,

are members of selection Committees or conference delegates.

- Performing in amateur singing, dramatic, choral or instrumental performances, or on choir tours, cultural visits or involvement at Horticultural or Agricultural Shows;
- Attendance for interview for posts not outlined in 2.7 above;
- Attendance at public ceremonies;
- Private study for recognised qualifying examinations;
- Standing as a candidate for election to a Local Authority, the Welsh Assembly, to National Parliament or European Parliament;
- Such other circumstances as may be determined by the Headteacher or Governing Body.

4 LEAVE OF ABSENCE FOR REMUNERATIVE ACTIVITIES

Leave of absence for such a purpose may only be granted in respect of applications concerning broadcasts of an educational nature, approved lecturing, sitting on statutory tribunals etc. The leave of absence shall be without salary.

5 LEAVE OF ABSENCE FOR MILITARY TRAINING

- Teachers who are members of any non-regular armed forces and who are required to undergo annual training may be granted leave of absence with salary, up to a maximum of 2 weeks, subject:

to the teacher satisfying the Headteacher that the training period cannot coincide with school holidays,

to a declaration to Teachers' Salaries of any monies received in respect of loss of earnings.

6 ABSENCE BECAUSE OF SEVERE WEATHER CONDITIONS

Where it proves impossible to attend the normal place of work, such absences will be regarded as being with pay, where the teacher has notified the school and has made every reasonable attempt to attend his/her workplace. Where the school has been closed due to inclement weather and the staff sent home then salary is payable.

In the interests of fairness to all members of staff, where an employee has been unable to attend work due to the weather conditions he/she should write out the full circumstances including the location of their home, the attempt(s) they made to attend work, the nature of the public transport available etc. The Headteacher should then judge each case on its merits and decide if the absence is with or without pay.

Procedure

If a colleague wishes to undertake **any** planned absence from school, the following procedure should be followed.

- Colleagues requesting absence from school should complete the attached form in all circumstances. Requests will only be considered if the attached form is used
- All medical documentation should be attached.
- At least 7 days before complete the form fully and hand to Mrs. Helen Burgum.
- The effect of the absence will be investigated (impact on pupils, number of other planned absences taking place at that time).
- In some cases, the request will be discussed with the Assistant Head teacher.
- Decision made: absence can go ahead with pay/
absence can go ahead without pay/ request declined
- Feedback on the request will be sent to you by Mrs. Dona Jenkins.
- Any colleague wishing to discuss the decision should arrange to meet with Mrs. Helen Burgum.

To be submitted to the head of establishment with the maximum notice possible (except in the case of bereavement leave).

A I wish to apply for Leave of Absence *with/without salary under the terms of paragraph _____ of the Leave of Absence Regulations for teachers.
Full Name _____ (Mr/Mrs/Miss/Ms)
Post _____ Staff No _____
Period from _____ To _____ inclusive
(If the period concerned is a half-day, state whether am or pm)
Reason _____

Date _____ Signature _____

NB If leave is requested because of family bereavement, please provide the additional information requested below.

B Family Bereavement

In the case of absences because of family bereavement, the following information should be given:

- a) relationship of deceased to teacher _____
- b) home address of deceased _____
- c) date and place of death _____
- d) date and place of interment _____

(if arrangements are for cremation, is a service for interment of ashes to be held? If so, please state date:

- e) whether applicant is wholly or partly responsible for funeral arrangements: _____

- f) home address of teacher _____

C For use by head of establishment

To: Teachers' Salaries Section, Education Department, County Hall,
Swansea SA1 3SN

Full Name _____ (Mr/Mrs/Miss/Ms)

Post _____ Staff No _____

Establishment Bishop Gore School

The above-named teacher has been granted leave of absence *with/without salary
for the period _____ to _____ under the terms of _____ paragraph _____ of the
Leave of Absence Regulations.

Date _____ Signed _____ (Head of Establishment)

* Please delete as appropriate