

Human Resources Policies and Procedures

Special Leave Policy

Aim: This policy details the types of special leave an employee may request in response to a range of circumstances. It sets out the procedure for making an application as well as a framework for making clear, fair and consistent decisions regarding a request, whilst taking into account individual circumstances of the employee and the operational needs of the Academy/Trust.

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Policy Author	Laura Ferris Human Resources Lead

Contents	Page No.
1. Introduction	3
2. Scope of the Policy	3
3. General Principles of the Policy	3-4
4. Records and Monitoring	4
5. Review	4
6. Equality Act 2010	4
7. Types of Special Leave	4-5
7.5 Special Leave in response to emergency or unforeseen personal family or domestic circumstances	5-6
7.6 Special Leave to fulfil Public Duties	7-8
7.7 Special Leave for Medical, Dental or Hospital Appointments	8-9
7.8 Special Leave for Other Reasons	9-10
7.9 Long Term Unpaid Special Leave	11
8. Process for making a Request for Special Leave	11-12
9. Process for considering a Request for Special Leave	12
Appendix 1 – Request for Special Leave Form	13
Appendix 2 – Summary Table of Minimum & Maximum Special Leave Available	14-16

1. Introduction

- 1.1 Special leave is defined as a period of authorised absence from work for a particular reason, other than contractual annual leave or sickness absence, maternity/paternity/adoption/shared parental leave.
- 1.2 It is understood that from time to time staff may experience exceptional circumstances for which special leave may be requested and authorised to support staff in dealing with such issues.
- 1.3 This policy details the types of special leave an employee can request in response to a range of circumstances. It further sets out the procedure for making an application, as well as our framework for making clear, fair and consistent decisions regarding an employee request.
- 1.4 The entitlements set out in this policy are in line with statutory employee rights (Employment Rights Act 1996), recognising the need to provide support to employees in response to circumstances which may arise, as well as considering the impact staff absence can have on the performance and operation of our Academies/Trust; in particular upon the quality of education to our students and services we provide, pressure on colleagues who may be required to cover additional work and financial costs.

2. Scope of the Policy

- 2.1 This policy is applicable to all staff employed by FCAT.

3. General Principles of the Policy

- 3.1 This policy will be applied to ensure that all decisions regarding requests for special leave are clear, fair and consistent.
- 3.2 Special leave will be managed confidentially recognising that the reason for a request may relate to sensitive issues.
- 3.3 Whether you are absent from work for all or part of your normal working day due to special leave, this will be recorded as a day of special leave.
- 3.4 There is no automatic entitlement to special leave. All staff have the right to make a request for special leave and for it to be reasonably considered. Due to the nature of special leave, each application will be reviewed on an individual basis. The following criteria will be used to reasonably consider whether special leave is authorised, how much time and whether this is paid or unpaid:
 - The reason and individual circumstances of the employee's request;
 - The impact of any time out of work on the effective running of our Academies/Trust; especially with reference to the impact on learning and progress for our students and business continuity;
 - How much special leave (paid or unpaid) an employee has already had authorised;
 - Fairness and consistency of authorised requests across the Trust.
- 3.5 A decision regarding a request for special leave may only be made and authorised by those individuals as outlined within this policy. Staff will always be informed of the decision regarding their request for special leave.

- 3.6 A request for special leave may be refused if the circumstances do not fit the criteria for making the request as outlined in this policy, if the request is unreasonable in terms of short notice or any detrimental impact on the operation of the Academy/Trust or if the employee has exceeded the amount of special leave available for them to request.
- 3.7 In accordance with the terms of the FCAT's recognised pension schemes (TPS and LGPS) any period of unpaid absence will not be counted towards reckonable service in pension contributions. It may be possible to pay additional contributions to the pension scheme where this does occur and employees are advised to contact their pension scheme provider for more information.
- 3.8 The contract of employment and continuity of service will continue during any period of authorised special leave taken in accordance with this policy, whether paid or unpaid.
- 3.9 Any concerns regarding the number or nature of requests for special leave that a member of staff has made will be discussed with them to seek possible support and address any matters.
- 3.10 In the unlikely occurrence that it be supposed that special leave is not being used for the intended purpose or an employee has acted dishonestly or absence is unauthorised, action may be taken in accordance with the FCAT's Disciplinary Policy.
- 3.11 Any concerns regarding the fair application of this policy should be raised with FCAT Human Resources in the first instance. Human Resources will provide training, support and advice in relation to this policy. Ultimately, any employee that is not satisfied with the application of this policy has the right to raise a complaint in accordance with FCAT's Grievance Policy.

4. Records and Monitoring

- 4.1 FCAT will retain maintain and monitor records of all employee requests for special leave and the outcome of these requests. Records will be stored securely and access will be restricted to those only responsible for managing and recording special leave in line with the General Data Protection Regulation.

5. Review

- 5.1 The content and operation of this policy will be reviewed every two years by Human Resources and FCAT Executive and then negotiated and agreed with Trade Union Associations.

6. Equality Act 2010

- 6.1 FCAT will observe the requirements of the Equality Act 2010 in the application of this policy which protects employees from unfavourable treatment related to a protected characteristic including; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.

7. Types of Special Leave

- 7.1 Up to 10 days paid special leave, may be authorised in a rolling 12 month period. This will be pro rata for part time employees who work less than full time hours per week.

- 7.2 This is not an automatic entitlement, but does provide clarity of what reasonable support FCAT can provide to staff. Moreover, it is not expected that employees will normally require 10 days (or pro rata) special leave in any year due to this being in response to exceptional, emergency or unforeseen matters.
- 7.3 If 10 days paid special leave (pro rata for part time staff) has been authorised, any further requests for special leave may be refused **or** one of the following options may be reasonably agreed in line with the criteria outlined in section 3.4; to take as unpaid special leave, to make the time back up on their return to work as agreed with the Principal/Line Manager or to use annual leave (for full year staff).
- 7.4 The types of special leave which staff may request include:
- 7.5 Special Leave in response to emergency or unforeseen personal, family or domestic circumstances;
 - 7.6 Special Leave for Public Duties;
 - 7.7 Special Leave for Medical, Dental or Hospital Appointments;
 - 7.8 Special Leave for Other Reasons
 - 7.9 Long Term Unpaid Special Leave

7.5 Special Leave in response to emergency or unforeseen personal, family or domestic circumstances

Definition

- 7.5.1 It is accepted that unfortunately there may be emergency or unforeseen personal, family or domestic circumstances which may prevent a member of staff from being able to attend work or require them to leave during the working day in order to address or resolve.
- 7.5.2 An emergency or unforeseen personal, family or domestic circumstance is defined as:
- providing assistance when a dependant (***including spouse, partner, parent, step-parent, grandparent, brother, sister, step-sibling, son, daughter, step-child, father-in-law, mother-in-law, brother-in-law or sister-in-law, first cousin or a person who depends on you for care***) unexpectedly falls ill, gives birth or is injured or assaulted;
 - making arrangements to provide care to a dependant who is unexpectedly ill or injured;
 - addressing the unexpected disruption or termination of arrangements for the care of a dependant;
 - dealing with an emergency incident involving a dependent during school hours;
 - resolving an emergency domestic matter (e.g. burglary, flood, fire etc.);
 - in the event of the death, serious illness of a close family member (***including spouse, partner, parent, step-parent, grandparent, brother, sister, step-sibling, son, daughter, step-child, father-in-law, mother-in-law, brother-in-law or sister-in-law, first cousin***).

Consideration

7.5.3 An employee may be authorised to take reasonable time off work (paid or unpaid) to respond to emergency or unforeseen circumstances. In determining what is reasonable; consideration will be given to:

- The reason and individual circumstances of the employee's request;
- The impact of any time out of work on the effective running of our Academies/Trust; especially with reference to the impact of learning and progress for our students and business continuity;
- How much special leave (paid or unpaid) an employee has already had authorised;
- Fairness and consistency of authorised requests across the Trust.

7.5.4 Up to 1 day paid special leave will be granted in response to an emergency or unforeseen personal, family or domestic circumstance.

We do reasonably expect staff to act quickly to resolve any emergency or unforeseen issue. Often such special leave is requested in response to a breakdown in care arrangements or a dependents' illness. We please ask staff to have alternative arrangements in place where possible, in readiness for such an occasion to minimise any absence from work.

7.5.5 It is however recognised that due to the sensitive or serious nature of these circumstances, a member of staff may require some reasonable further time. A maximum of 5 days paid special leave may be authorised in response to an exceptional event.

7.5.6 In the event of the serious illness or death of a close family member, up to 5 days paid special leave may be authorised.

7.5.7 In relation to any of the above circumstances; any further time required beyond this may be reasonably supported and authorised in line with the criteria outline in section 3.4; through the use of annual leave (for full year staff) or long term unpaid special leave (see section 7.9).

7.5.8 A request for special leave may be refused if the circumstances are not considered an emergency or unforeseen circumstance, if the request is unreasonable in terms of short notice or any detrimental impact on the operation of the Academy/Trust or if the employee has exceeded the amount of special leave available for them to request.

- E.g. special leave will not be authorised in response to planned actions relating to personal, family or domestic circumstances (e.g. fitting of a new boiler at home, dropping a relative off at the airport, dropping a dependent off at a routine appointment) as this is not considered an emergency or unforeseen circumstance.

For planned actions; staff do have time to make alternative arrangements and should seek to organise any planned personal, family or domestic actions before or after work, during periods of school closure, annual leave or at weekends.

7.5.9 Staff who may require more long term support in terms of their responsibilities for caring for a dependent, other than in response to an emergency or unforeseen circumstance should consult FCAT's Flexible Working Policy, where a request to alter work hours or patterns (permanently or temporarily) can be considered.

7.6 Special Leave to fulfil Public Duties

Definition

- 7.6.1 Employees may be required to undertake **essential** public duties (including Jury Service or Witness at Court/Tribunal) or wish to apply to undertake **non-essential** public duties (including Magistrate/Justice of the Peace, Membership of School/Academy/College Governing Body, Reserve Forces or other duty).
- 7.6.2 Before agreeing to undertake any **non-essential** public duty; Academy based staff must notify the Principal or for FCAT Central Staff, Principals or Executive Principals, their Line Manager of their intention. This is to discuss any impact this duty may have on absence from work and thus the effective running of our Academies/Trust.
- 7.6.3 Essential and non-essential public duties are defined as:

Essential Public Duties:

- Jury service;
- Witness at Court/Tribunal;

Non-Essential Public Duties:

- Magistrate/Justice of the Peace;
- Membership of School/Academy/College Governing Body;
- Reserve Forces;
- Other duty e.g. membership of health authority board.

Consideration

Essential Public Duties:

- 7.6.4 FCAT will grant paid special leave to employees for the period of attendance for Jury Service or at the Court/Tribunal as a witness as required by the Court/Tribunal; as this is an essential public duty. FCAT may however ask employees to request to delay their jury service if this will have a serious impact to the Academy/Trust.
- 7.6.5 FCAT will reclaim loss of earnings relating to an employee's salary from the Court during a period of jury service. Employees are required to obtain a Certificate of Loss of Earnings from the Court which they must submit to their Academy HR Contact once they have completed their jury service.
- 7.6.5 No paid special leave will be authorised for an employee required to attend Court to answer charges. This must be taken as unpaid special leave or annual leave (for full year staff).

Non-Essential Public Duties

- 7.6.6 An employee may be authorised to take reasonable time off work (paid or unpaid) for non-essential public duties. In determining what is reasonable; consideration will be given to:
- The reason and individual circumstances of the employee's request;
 - The impact of any time out of work on the effective running of our Academies/Trust; especially with reference to the impact of learning and progress for our students and business continuity;

- How much special leave (paid or unpaid) an employee has already had authorised;
 - Fairness and consistency of authorised requests across the Trust.
- 7.6.7 A maximum of 5 days in a rolling 12 month period of paid special leave may be granted to undertake non-essential public duties.
- 7.6.8 Any further leave required beyond this may be supported and authorised through unpaid special leave (if request considered reasonable by Principal/Line Manager), to make the time back up on their return to work as agreed with the Principal/Line Manager or the use of annual leave (for full year staff).
- 7.6.9 It is expected that employees will seek to arrange non-essential public duties outside of their normal working hours to prevent any impact upon their work in their primary role with the Academy/Trust.
- 7.6.10 A request for special leave may be refused if it does not fit the criteria for essential or non-essential public duties, if the request is unreasonable in terms of short notice or any detrimental impact on the operation of the Academy/Trust or if the employee has exceeded the amount of special leave available for them to request.

7.7 Special Leave for Medical, Dental or Hospital Appointments

Definition

- 7.7.1 FCAT recognises that employees may need to attend routine, specialist or emergency medical, dental or hospital appointments for themselves or with dependents.
- 7.7.2 Routine, specialist and/emergency medical, dental or hospital appointments defined as:

Routine:

- Ordinary check-up appointment with GP, Dentist, Optician that can be scheduled at any time.

Specialist

- Appointment with Hospital Specialist, Physiotherapist, Counsellor etc. following a referral for which a date and time cannot be selected;
- Attendance at ante-natal appointment.

Emergency:

- Emergency attendance at A&E, Urgent Care or Emergency Dentist to address immediate or serious health concern;
- 7.7.3 Special leave (paid or unpaid) will not be authorised for staff to undertake elective surgery e.g. plastic/cosmetic surgery, laser eye surgery, vasectomy etc.).
- 7.7.4 Where a member of staff wishes to take special leave to attend a Specialist appointment, they must submit confirmation of the appointment with their request. If no appointment card has been provided prior to the appointment, one must be requested or a card requested and obtained at the appointment itself.
- 7.7.5 Employees referred by FCAT to Occupational Health or counselling services will have authorised paid special leave to attend their appointment required.

Consideration

Routine

- 7.7.6 Employees should make routine medical, dental and optician appointments for themselves or dependents **outside** of their normal working hours.
- 7.7.7 There is no entitlement to paid special leave to attend routine medical, dental or optician appointments in working hours. Staff may be asked to re-schedule the appointment outside of working hours or as close to the start/end of their normal working hours to minimise disruption to Academy/Trust operation, and one of the following options: to take unpaid special leave (if request considered reasonable by Principal/Line Manager), to make the time back up on their return to work as agreed with Principal/Line Manager or to use annual leave (for full year staff).

Specialist/Emergency

- 7.7.8 It is recognised that there is not always such flexibility in arranging specialist appointments or emergency attendance at A&E, Urgent Care or Emergency Dentist for individuals or dependents.
- 7.7.9 Where a specialist appointment cannot be arranged outside of working hours or emergency attendance occurs; 1 day paid special leave will be granted in response to the occurrence.
- 7.7.10 A request for special leave may be refused if it does not fit the criteria for routine, specialist or emergency medical, dental or hospital appointments, if the request is unreasonable in terms of short notice or any detrimental impact on the operation of the Academy/Trust or if the employee has exceeded the amount of special leave (paid) available to them.

7.8 Special Leave for Other Reasons

- 7.8.1 Employees may wish to request special leave for other reasons and the following special leave may be granted:

- **Funeral**

1 day paid special leave may be granted to attend the funeral of a close family member (including spouse, partner, parent, step-parent, grandparent, brother, sister, step-sibling, son, daughter, step-child father-in-law, mother-in-law, brother-in-law or sister-in-law, first cousin).

In relation to a non-close family member or other person, 1 day unpaid special leave may be granted in response to the occurrence.

- **Interview**

A maximum of 3 interview processes may be authorised as paid special leave in a rolling 12 month period.

- **Religious Practices/Festivals**

1 day paid special leave in a rolling 12 month period.

- **Attendance at an approved examination supported and authorised by the Academy/Trust**

1 day paid special leave per examination.

- **Graduation Ceremony**

1 day paid special leave in a rolling 12 month period to attend your own graduation ceremony for a course supported and authorised by the Academy/Trust or that of a close family member (including spouse, partner, parent, step-parent, grandparent, brother, sister, step-sibling, son, daughter, step-child).

In relation to a non-close family member, the request may be refused if not reasonable or 1 day unpaid special leave may be granted in response to the occurrence.

- **Wedding Ceremony**

1 day paid special leave in a year to attend the wedding ceremony of a close family member (including parent, step-parent, grandparent, brother, sister, step-sibling, son, daughter, step-child, first cousin).

In relation to a non-close family member, the request may be refused if not reasonable or 1 occasion unpaid special leave may be granted in response to the occurrence.

Staff must arrange for their own wedding to take place during any periods of authorised school holiday or annual leave and no special leave will be granted for this.

- **Moving House**

All staff are reasonably expected to make arrangements to move house during periods of school closure, annual leave or at weekends. However, where the moving date cannot be chosen and occurs on a working day 1 day paid special leave in a rolling 12 month period may be granted.

- **OFSTED Inspectors, Examiner/Moderator or similar role**

Paid special leave will be granted to staff who are approved inspectors, examiners or moderators for the period of attendance required.

Any allowance relating to the undertaking of these duties must be should be claimed and submitted to your Academy HR Contact to enable FCAT to be reimbursed for your absence.

7.8.2 Applications for special leave for any other reason will be considered on an individual basis. Consideration will be given to the reasonableness of the request in line with the section 3.2 of this policy and any request authorised may be paid or unpaid.

7.8.3 A request for special leave for other reasons may be refused if it does not fit the criteria outlined above, if the request is unreasonable in terms of short notice or any detrimental impact on the operation of the Academy/Trust or if the employee has exceeded the amount of special leave available for them to request.

7.9 Long Term Unpaid Special Leave

- 7.9.1 It is recognised that in exceptional circumstances (e.g. long term illness of a dependent) employees may require a more long term period of leave in response and to support in the situation.
- 7.9.2 In these circumstances employees may request up to a maximum of 20 working days (4 weeks) unpaid special leave. This may be authorised in consideration of the individual circumstances, the impact of any time out of work on the employee and Academy/Trust and how much special leave (paid or unpaid) an employee has already had authorised.
- 7.9.3 A request may be refused if the circumstances are not considered exceptional, if the request is unreasonable in terms of short notice or any detrimental impact on the operation of the Academy/Trust or if the employee has had a significant amount of special leave (paid) already authorised.

8. Process for making a Request for Special Leave

- 8.1 Employees are required to follow the process as outlined below when making a request for special leave:

Request for Planned Special Leave

- 8.2 An employee may wish to make a request for special leave in relation to a planned circumstance e.g. graduation, funeral, job interview, jury service etc.
- 8.3 In this circumstance the employee should complete a Request for Special Leave Form which can be found at Appendix 1 of this policy and submit to the following for consideration of authorisation:

Staff:	Consideration of Authorisation from:
Academy staff	Principal
FCAT Central staff	Line Manager
Principal	Executive Principal
Executive Principal	Deputy CEO
Deputy CEO	CEO
CEO	Director

- 8.4 This request should be with as much notice as possible before the requested date to enable full consideration in line with operational requirements of the Academy.

Request for Retrospective Special Leave

- 8.5 It is recognised that there may be circumstances where a member of staff is not able to attend work due to emergency or unforeseen personal, family or domestic circumstances. It may therefore not be possible for an employee to complete a Request for Special Leave Form in advance for consideration.
- 8.6 In this circumstance the employee must contact the Academy/Trust in line with normal absence notification procedures. During this conversation an employee:
- will be required to provide details as to why they are not able to attend work;
and

- should reasonably expect to be asked to make arrangements to ensure their return to work as soon as possible, ideally the same or following day.
- 8.7 If upon receipt of this information the Academy/Trust considers that a member of staff is capable of attending work, they may be contacted and asked to come in to work.
- 8.8 Immediately, upon the employee's return to work, they must complete a Request for Special Leave Form retrospectively which can be found at Appendix 1 of this policy and submit to the person responsible for consideration and authorisation of their unplanned request as outlined in section 8.3 above.
- 8.9 Any Request for Special Leave form not completed in full, whether for planned or unplanned special leave will be returned to the employee to review and re-submit.
- 8.10 **If a member of staff is exceptionally not able to return to work the following day, they must again contact the Academy in line with normal absence notification procedures.**
- 8.11 After 2 days of absence from work in response to emergency or unforeseen circumstances, if the member of staff does not return to work; this matter should be discussed with FCAT HR for advice on how to support the employee to return.

9. Process for considering a Request for Special Leave

- 9.1 All requests for special leave will be considered fairly and consistently in line with this policy by those authorised as follows:

Staff:	Consideration of Authorisation from:
Academy staff	Principal
FCAT Central staff	Line Manager
Principal	Executive Principal
Executive Principal	Deputy CEO
Deputy CEO	CEO
CEO	Director

- 9.2 Following consideration of the request, a copy of the signed Request for Special Leave Form will be returned to the employee to notify them of the decision:
- the request has been authorised as paid special leave;
 - the request has been authorised as unpaid special leave;
 - the request has been authorised as annual leave;
 - the request has been authorised but the employee will be required to make the time back upon on their return to work as agreed with their line manager.
 - the request has not been authorised and the employee is expected to attend work as normal;
- 9.3 A further copy of the authorised Request for Special Leave Form will be submitted to the Academy/Trust HR Contact for recording and retention on the employee's personal file.

APPENDIX 1 – REQUEST FOR SPECIAL LEAVE FORM

Name	
Post Title	

DATE AND TIME OF SPECIAL LEAVE REQUEST (<i>To be completed by Employee</i>):				
Start Date and Time	Date:		Time:	
End Date and Time	Date:		Time:	
Total Number of Working Day/Hours				
Is this a request for retrospective special leave?	YES	Please Tick:	NO	Please Tick:

REASON FOR SPECIAL LEAVE REQUEST (<i>To be completed by Employee</i>):	Please Tick:
Emergency or Unforeseen Personal, Family or Domestic Circumstances	
To fulfil Essential Public Duty	
To fulfil Non-Essential Public duty	
Routine Medical, Dental or Hospital Appointment	
Non-Routine/Emergency Medical, Dental or Hospital Appointment	
Special Leave for Other Reasons	
Long Term Unpaid Special Leave	
PLEASE PROVIDE SPECIFIC DETAIL OF THE REASON & CIRCUMSTANCES OF YOUR REQUEST:	
<p><i>Now please submit for consideration by the Principal/Line Manager</i></p> <p>_____</p>	

NUMBER OF DAYS SPECIAL LEAVE AUTHORISED IN ROLLING LAST 12 MONTHS (<i>To be completed by Academy/ Trust HR Contact prior to consideration by Principal (Academy staff) or Line Manager (FCAT Central staff, Principals, Executive Principals)</i>):	
Max no. days special leave available to request (pro rata if part time)	Number of Days:
Paid Special Leave	Number of Days:
Unpaid Special Leave	Number of Days:

DECISION REGARDING REQUEST (<i>To be completed by Principal (Academy staff) or Line Manager (FCAT Central staff, Principal, Executive Principal)</i>):		
	Please Tick:	No. Days:
The request has been authorised as paid special leave.		
The request has been authorised as unpaid special leave. <i>(Please note, in accordance with the terms of FCAT's recognised pension schemes, TPS and LGPS; any period of unpaid absence will NOT be counted towards reckonable service in pension contributions. It may be possible to pay additional contributions – please contact the TPS or LGPS for more information).</i>		
The request has been authorised as annual leave.		
The request has been authorised, you will be required to make time back upon return to work as agreed with their Line Manager.		
The request has not been authorised; you are expected to attend work as normal.		
SIGNED:		DATE:

APPENDIX 2 –SUMMARY TABLE OF MINIMUM AND MAXIMUM SPECIAL LEAVE AVAILABLE

Where a request satisfies the criteria for a type of special leave; the following are available. No more than 10 days (pro rata for part time staff) paid special leave **for any reason** may be authorised in a 12 month rolling period.

TYPE OF SPECIAL LEAVE	MINIMUM AVAILABLE PER OCCURENCE	MAXIMUM AVAILABLE PER OCCURENCE	MAXIMUM AVAILABLE IN A YEAR	SIMS CATEGORY
Special Leave in response to emergency or unforeseen personal, family or domestic circumstances				
Providing assistance or making arrangements for care when a dependent unexpectedly falls ill, gives birth, is injured or assaulted.	Up to 1 day paid	5 days paid	10 day paid	Emergency/ Unforeseen Personal/Dependent Circumstances
Addressing the unexpected disruption or termination of arrangements for the care a dependant.	Up to 1 day paid	5 days paid	10 days paid	
Dealing with an emergency incident involving a dependent during school hours.	Up to 1 day paid	5 days paid	10 days paid	
Resolving an emergency domestic matter (e.g. burglary, flood, fire etc.).	Up to 1 day paid	5 days paid	10 days paid	
Serious illness of a close family member.	Up to 1 day paid	5 days paid	10 days paid	
Death of a close family member.	Up to 1 day paid	5 days paid	10 days paid	
Serious illness or death of a non-close family member.	Request may be refused if not reasonable to accommodate.	1 day unpaid	1 day unpaid if reasonable to accommodate	
Special Leave to fulfil Public Duties				
Essential Public Duties <ul style="list-style-type: none">Jury ServiceWitness at Court/Tribunal	Paid leave for the full duration required.			Paid Essential Public Duties

TYPE OF SPECIAL LEAVE	MINIMUM AVAILABLE PER OCCURENCE	MAXIMUM AVAILABLE PER OCCURENCE	MAXIMUM AVAILABLE IN A YEAR	SIMS CATEGORY
Non-Essential Public Duties <ul style="list-style-type: none"> Magistrate/Justice of the Peace; Membership of School/Academy/College Governing Body; Reserve Forces; Other duty e.g. membership of health authority board. 	Up to 1 day paid	5 days paid	5 days paid	Paid Non-Essential Public Duties OR Unpaid Non-Essential Public Duties
Special Leave for Medical, Dental or Hospital Appointments				
Routine: <ul style="list-style-type: none"> Ordinary check-up appointment with GP, Dentist, Optician or at Hospital; Regular session with Physiotherapist, Counsellor etc. 	No entitlement to paid Special Leave. Staff may be asked to: <ul style="list-style-type: none"> re-schedule the appointment outside of working hours to take unpaid leave, to make the time back up on their return to work as agreed with their line manager to use annual leave (for full year staff). 			Routine Medical Appointment
Specialist/Emergency: <ul style="list-style-type: none"> Appointment with GP or Dentist or attendance at A&E or Urgent Care to address immediate or serious health concern; Attendance at ante-natal appointment; Appointment with Hospital Specialist (including fertility treatment) following a referral for which a date and time cannot be selected 	Up to 1 day paid	1 day paid	10 days paid	Specialist/ Emergency Medical Appointment

TYPE OF SPECIAL LEAVE	MINIMUM AVAILABLE PER OCCURENCE	MAXIMUM AVAILABLE PER OCCURENCE	MAXIMUM AVAILABLE IN A YEAR	SIMS CATEGORY
Special Leave for Other Reasons				
Funeral of a close family member	Up to 1 day paid	1 day paid	10 days paid	Funeral Close Family Member
Funeral of a non-close family member	Request may be refused if not reasonable to accommodate	1 day unpaid	1 day unpaid if reasonable to accommodate	Funeral Non–Close Family Member
Interview	Up to 1 day paid	2 days paid	3 interview processes paid	Interview
Religious Practices/Festivals	Up to 1 day paid	1 day paid	1 day paid	Religious Practice/Festival
Attendance at an approved examination	Up to 1 day paid	1 day paid	Paid leave for all approved exams required to undertake	Attendance at Approved Exam
Graduation Ceremony of close family member	Up to 1 day paid	1 day paid	1 day paid	Graduation Ceremony
Graduation Ceremony of non-close family member	Request may be refused if not reasonable to accommodate.	1 day unpaid	1 day unpaid if reasonable to accommodate	
Wedding Ceremony of close family member	Up to 1 day paid	1 day paid	1 day paid	Wedding Ceremony
Wedding Ceremony of non-close family member	Request may be refused if not reasonable to accommodate.	1 day unpaid	1 day unpaid if reasonable to accommodate	
Moving House	Up to 1 day paid	1 day paid	1 day paid	Moving House
OFSTED Inspectors	Paid leave for the full duration required.			Ofsted Inspection/ Examiner/Moderator or Similar
Examiner/Moderator or similar role	Paid leave for the full duration required.			
Long Term Unpaid Special Leave	Up to 1 day unpaid	20 days unpaid	20 days unpaid if reasonable to accommodate	Long Term Unpaid Special Leave