



SANCTA FAMILIA

CATHOLIC ACADEMY TRUST

Leave Policy

Internal Use

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1. Purpose

At Sancta Familia Catholic Academy Trust, our staff are at the heart of everything we do. We recognise that every member of our community all staff are known, loved, and adds irreplaceable value to our schools and to the students we serve together.

This policy exists because we genuinely care about the people who work within our Trust. We know that life brings unexpected moments — joy, loss, illness, new beginnings — and we want every member of staff to feel supported, not managed, when those moments arise. Granting leave fairly and compassionately is one of the most practical ways we can live out our values of love, service, humility and faith.

This policy sets out the framework for managing all types of leave across our schools. While headteachers and line managers play a role in approving requests, the spirit of this policy is one of trust and mutual respect. Decisions will always be made with the individual's wellbeing at the forefront, balanced fairly against the needs of our students and wider school community.

2. Scope, Aims and Principles

This policy applies to all teaching and support staff employed in schools within the Trust. It is non-contractual and may be amended at any time following appropriate consultation.

Rooted in our belief that every member of our community is known, loved and adds irreplaceable value to our schools, the Trust is committed to:

- Treating all staff fairly, consistently and with compassion when considering requests for leave
- Having due regard to the operational needs of the school and the needs of our pupils
- Complying with all statutory obligations relating to leave
- Actively supporting staff wellbeing and recognising that personal and family circumstances may require time away from work
- Maintaining accurate and up-to-date records of all leave taken

Statutory obligations are set out under the following legislation:

- Employment Rights Act 1996 (time off for trade union duties, safety representatives, ante-natal care, parental leave and dependants);
- Maternity and Parental Leave etc. Regulations 1999;
- Paternity and Adoption Leave Regulations 2002;
- Work and Families Act 2006 (shared parental leave);
- Parental Bereavement (Leave and Pay) Act 2018;
- Equality Act 2010;
- Children and Families Act 2014;
- Neonatal Care (Leave and Pay) Act 2023 — in force 6 April 2025;
- Employment Rights Act 2025 (ERA 2025) — phased implementation 2025–2027; key changes include day-one rights to paternity and parental leave (from 6 April 2026), SSP Statutory Sick Pay from day one of absence (from 6 April 2026), and new statutory bereavement leave and enhanced pregnancy protections (2027, details pending secondary legislation).

3. Exclusions

This policy does not cover the following, for which separate policies and procedures apply:

- Annual leave (determined by relevant terms and conditions of employment — teachers' holiday periods are set by the school calendar; support staff annual leave is set out in their contracts);
- Flexible working arrangements;
- Sickness absence — this is governed by the Trust's Absence Policy and Procedure (see Section 7 below);
- Leave associated with redundancy or capability.

4. Roles and Responsibilities

4.1 The CEO / Trust Board

The CEO and Trust Board are responsible for reviewing this policy regularly to ensure it remains fit for purpose, is applied fairly and consistently across all schools, and is sustainable within the Trust's budget.

4.2 The Headteacher

The Headteacher (or relevant nominee) is responsible for:

- Considering all requests for discretionary leave fairly, consistently and with genuine compassion for the individual's circumstances
- Having regard to: the nature of the request; any statutory obligations; pupil educational provision; service needs; eligibility; previous requests; and existing flexibility in working arrangements
- Ensuring that decisions are documented and copies placed on individuals' personal files
- Referring requests to the Chief Executive Officer where the request falls outside the scope of this policy
- Where the Headteacher themselves requires leave, making the request to the Chief Executive Officer
- We ask Headteachers to approach every request remembering that behind each form is a person — known, loved and trusted as a member of our community.

4.3 The School Business Manager

The Business Manager is responsible for ensuring all approved leave requests are processed in a timely manner in line with this policy and payroll guidelines.

4.4 Employees

All employees are expected to:

- familiarise themselves with this policy;
- take steps to avoid requesting leave during term time wherever practicable;

- submit requests at least one working week in advance of the proposed absence, except in genuine emergencies;
- complete the Leave of Absence Request Form (Appendix A) as fully as possible;
- in the event of an emergency, contact the Headteacher as soon as practicable by telephone;
- on returning to work following emergency leave, complete the necessary documentation as soon as possible.

5. Authorised Leave

Authorised leave is absence that has been agreed in advance (or, in emergencies, ratified retrospectively) by the Headteacher or relevant nominee, in accordance with this policy. All authorised leave — whether paid or unpaid — must be formally recorded.

The Headteacher retains full discretion over whether to grant any discretionary leave request, taking account of:

- the educational impact and continuity of provision for pupils;
- the nature of the request and the employee's personal circumstances;
- the availability of appropriate cover;
- previous leave taken and any pattern of requests;
- the school's operational needs and budget implications.

Authorised leave may be paid or unpaid, as set out in the relevant sections below. Decisions will be communicated to the employee in writing using the Leave of Absence Request Form.

6. Unauthorised Leave

Unauthorised leave is absence that has not been approved by the Headteacher or relevant nominee, or where an employee takes leave having been refused permission to do so.

An employee who takes unauthorised absence may be subject to disciplinary action under the Trust's Disciplinary Policy and Procedure. Unauthorised absence will generally result in a deduction from pay for the period of absence. The Headteacher should inform the Business Manager immediately when unauthorised absence occurs so that the appropriate payroll action can be taken.

7. Sickness Absence

Sickness absence is not governed by this Leave of Absence Policy. All absences from work due to ill health — whether short-term or long-term — must be managed in accordance with the Trust's Sickness Absence Policy and Procedure (the "Absence Policy").

7.1 Reference to the Absence Policy

The Trust's Absence Policy sets out in full:

- the reporting requirements when an employee is unable to attend work due to illness;
- the return-to-work process following a period of sickness absence;

- the triggers and process for Occupational Health referrals;
- the informal and formal stages of absence management;
- the arrangements for short-term and long-term sickness absence;
- the employee's entitlements to sick pay in accordance with their terms and conditions of employment;
- the Trust's approach to reasonable adjustments, phased returns, and terminal illness;
- the process for managing absence that may be related to a disability under the Equality Act 2010.

All employees and managers must refer to the Absence Policy when dealing with sickness-related absence. Copies of the Absence Policy are available from the School Business Manager and the Trust HR team.

7.2 Interaction with this Policy

Certain categories of leave within this policy may arise alongside or overlap with a period of illness. The following principles apply:

- Medical appointments, disability-related leave, fertility treatment leave, and occupational health appointments are addressed as distinct categories within Sections 8–9 of this policy and are not classified as sickness absence.
- Where an employee becomes ill during a period of authorised leave (e.g. compassionate leave), they should notify the Headteacher as soon as practicable. The Headteacher will determine, in line with the Absence Policy, whether and from which point the absence should be reclassified as sickness absence.
- Where sickness absence is related to a disability, the Headteacher must ensure that the Absence Policy and the Equality Act 2010 provisions are both properly applied. Disability-related sickness absence should not be treated in the same way as non-disability-related absence when applying absence management triggers.
- Where an employee is absent for reasons of ill health and also wishes to request another type of leave (for example, for a medical procedure related to gender transition or fertility treatment), they should raise this with the Headteacher, who will apply the appropriate provisions of this policy in conjunction with the Absence Policy.

In all cases of uncertainty about whether an absence should be treated as sickness absence or as a form of leave under this policy, the Headteacher should seek guidance from the Trust HR team before a decision is made.

8. Statutory Leave Entitlements

The following statutory leave rights apply to all eligible employees. These rights cannot be reduced or excluded by the Trust. The relevant entitlements are summarised below; full details are set out in the Trust's separate Family Leave policies and the applicable national terms and conditions.

Type of Leave	Description and notification	Entitlements and pay arrangements
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Maternity Leave	Leave to which a pregnant employee is entitled in connection with the birth of her child, comprising up to 52 weeks (26 weeks' Ordinary Maternity Leave and 26 weeks' Additional Maternity Leave), during which the employee's contract of employment continues to subsist. Pay is enhanced from the start of employment and tapers over the leave period, moving from full or near-full pay in the earlier weeks to statutory pay and then unpaid leave, in accordance with the applicable pay scale for teachers or support staff set out in this policy; continued receipt of the enhanced element is conditional on the employee returning to work for the minimum period specified. Teachers and support staff should email their Line Manager no later than the 15th week before the EWC, attaching a MATB1 certificate.	Teachers (Burgundy Book plus enhanced for Sancta Familia Staff) • Weeks 1–4: full pay (inclusive of SMP) • Weeks 5–6: 90% pay • Weeks 7–18: half pay + SMP — conditional on returning to work for at least 13 weeks after leave ends; occupational element recoverable if condition not met • Weeks 19–39: SMP only • Weeks 40–52: unpaid Support staff (follow Green Book plus enhanced for Sancta Familia Staff)) — an enhanced leave scheme. • Weeks 1–6: 90% pay (inclusive of SMP) • Weeks 7–18: 50% pay + SMP, not exceeding full pay — conditional on returning to work for at least 3 months after leave ends; occupational element recoverable if condition not met • Weeks 19–39: SMP only • Weeks 40–52: unpaid
Paternity Leave	Leave to which an employee is entitled to support their partner following the birth or placement of a child, comprising up to two weeks, taken as a single continuous period. Pay is enhanced to full pay for the whole period, with no qualifying period of service required. Teachers and support staff should email their Line Manager by the 15th week before the EWC, or as soon as reasonably practicable.	Enhanced no qualifying period for all staff two weeks paid for paternity leave.
Adoption Leave	Leave to which an employee is entitled following the placement of a child for adoption, comprising up to 52 weeks, available to one adopter within a couple (the "primary adopter"). Pay mirrors the maternity pay scale for the employee's staff group (teacher or support staff), tapering from full or near-full pay to statutory pay and then unpaid leave, and	Teachers (Burgundy Book plus enhanced for Sancta Familia Staff)) — an enhanced leave scheme. • Weeks 1–4: full pay (inclusive of SMP) • Weeks 5–6: 90% pay • Weeks 7–18: half pay + SMP — conditional on returning to work for at least 13 weeks after leave

	is likewise conditional on the employee returning to work for the minimum period specified. Teachers and support staff should email their Line Manager within 7 days of being matched with a child.	ends; occupational element recoverable if condition not met • Weeks 19–39: SMP only • Weeks 40–52: unpaid • From the start of employment, no qualifying period. Support staff (Green Book plus enhanced for Sancta Familia Staff) — an enhanced leave scheme. • Weeks 1–6: 90% pay (inclusive of SMP) • Weeks 7–18: 50% pay + SMP, not exceeding full pay — conditional on returning to work for at least 3 months after leave ends; occupational element recoverable if condition not met • Weeks 19–39: SMP only • Weeks 40–52: unpaid • From the start of employment, no qualifying period.
Shared Parental Leave (ShPL)	A statutory arrangement enabling eligible parents to share the balance of maternity or adoption leave and pay between them, following curtailment of the birth parent's or adopter's own leave. Once curtailed, the remaining leave and pay entitlement forms a shared "pot" that can be divided between the parents in up to 3 blocks each (further blocks may be agreed with the employer but are not guaranteed), with at least 8 weeks' notice required before each individual block starts. A request for a single continuous block of leave cannot be refused by the employer, provided the employee is eligible and has given correct notice. A request for discontinuous leave (up to 3 broken-up periods requested within one notice) can be refused if it does not suit the school's operational needs, in which case the employer and employee have 14 days to	Teachers (Burgundy Book plus enhanced for Sancta Familia Staff) — an enhanced leave scheme. • Weeks 1–4: full pay (inclusive of SMP) • Weeks 5–6: 90% pay • Weeks 7–18: half pay + SMP — conditional on returning to work for at least 13 weeks after leave ends; occupational element recoverable if condition not met • Weeks 19–39: SMP only • Weeks 40–52: unpaid • From the start of employment, no qualifying period. Support staff (Green Book plus enhanced for Sancta Familia Staff) — enhanced as this will be from start of employment:

	discuss an alternative pattern; if no agreement is reached, the employee may either withdraw the notice or take the full amount requested as one continuous block instead. For this reason, staff wanting certainty over specific dates are advised to submit each block as its own separate continuous-leave notice, rather than requesting multiple broken-up periods in a single notice. Parents can take their blocks separately (each parent off at a different time) or together (overlapping periods where both are off simultaneously), up to the combined leave and pay available, and pay follows the same enhanced scale that would have applied to the parent whose leave is being shared. Teachers and support staff should email their Line Manager and HR at the earliest opportunity to coordinate curtailment and booking notices for each block.	• Weeks 1–6: 90% pay (inclusive of SMP) • Weeks 7–18: 50% pay + SMP, not exceeding full pay — conditional on returning to work for at least 3 months after leave ends; occupational element recoverable if condition not met • Weeks 19–39: SMP only • Weeks 40–52: unpaid • From the start of employment, no qualifying period.
Neonatal Care Leave	Leave to which an employee is entitled where their child is admitted to neonatal care, taken in addition to, and ordinarily following, any maternity, paternity, adoption or shared parental leave. The employee receives full pay for the entire period the child remains in neonatal care, with no cap on duration and no qualifying period of service required. Teachers and support staff should email their Line Manager as soon as reasonably practicable following admission.	Applies to all staff — an enhanced leave scheme. • Trigger: baby admitted into neonatal care from birth. • Leave and pay: full pay for the entire period the baby remains in neonatal care. • Taken in addition to (and normally added onto the end of) maternity, paternity, adoption or shared parental leave. From the start of employment, no qualifying period
Parental leave, Dependants Emergency Leave and Carer's leave	A composite entitlement covering: (i) emergency time off to deal with an unforeseen incident involving a dependant; and (ii) planned leave to provide or arrange care for a dependant with a long-term care need. Employees are entitled to up to 5 days' paid leave per	Applies to all staff — an enhanced leave scheme. • 5 days paid leave per year • No qualifying period • Can request unpaid leave

	year with no qualifying period, after which further leave may be taken unpaid; the Headteacher or CEO retains discretion to authorise additional paid days. Teachers and support staff should email their Line Manager as soon as reasonably practicable (emergencies) or with appropriate advance notice (planned leave).	• Head Teachers for Schools or CEO for the Trust has the discretion to offer more paid days
Parental Bereavement Leave	Leave to which an employee is entitled following the death of a child under the age of 18, including stillbirth after 24 weeks of pregnancy. The employee receives full pay for as long as they need to be absent following the loss, which may be taken as a single continuous block or in separate periods, with no qualifying period of service required. Teachers and support staff should email their Line Manager at the earliest opportunity; no minimum notice period applies.	Applies to all staff — an enhanced leave scheme. • Trigger: the loss of a child under 18, including stillbirth after 24 weeks of pregnancy. • Leave and pay: full pay for as long as the employee needs to be absent following the loss. • Can be taken as a single continuous block or in separate periods, as needed.
Sick pay	Pay to which an employee is entitled during a period of incapacity for work due to illness or injury. Entitlement builds on a sliding scale according to length of service (aggregated LA teaching service for teachers under the Burgundy Book; continuous service for support staff under the Green Book), moving from full pay to half pay across the relevant period, with SSP running alongside or in addition depending on the staff group. Teachers and support staff should email their Line Manager on the first day of absence, in line with the Trust's absence reporting procedure.	Teachers (Burgundy Book) — occupational sick pay on the following sliding scale, based on aggregated LA teaching service. The sick pay year runs 1 April to 31 March. SSP is inclusive of full pay and is added to half pay. Only school working days count against entitlement: • Year 1: 25 days full pay; after 4 months' service, 50 days half pay • Year 2: 50 days full pay + 50 days half pay • Year 3: 75 days full pay + 75 days half pay • Year 4 onwards: 100 days full pay + 100 days half pay This scale is a minimum; the Trust may extend entitlement at its discretion. Additional protections apply for absence caused by accident, assault or infectious

		disease contracted in the course of employment. Support staff (Green Book) — occupational sick pay on the following sliding scale. Entitlement operates on a rolling 12-month basis. Any absence taken in the preceding 12 months is deducted from current entitlement: For staff who transferred to the Trust under TUPE from a maintained school or local authority, continuous local government service accrued prior to transfer is recognised in full: • Year 1: 1-month full pay + 2 months half pay • Year 2: 2 months full pay + 2 months half pay • Year 3: 4 months full pay + 4 months half pay • Years 4–5: 5 months full pay + 5 months half pay • Year 5 onwards: 6 months full pay + 6 months half pay For staff who joined the Trust directly, entitlement is based solely on continuous service with the Trust from date of appointment (or continuous service being written into a Trust employment contract), starting at year 1 regardless of any prior employment history: • Year 1: 1-month full pay + 2 months half pay • Year 2: 2 months full pay + 2 months half pay • Year 3: 4 months full pay + 4 months half pay • Years 4–5: 5 months full pay + 5 months half pay • Year 5 onwards: 6 months full pay + 6 months half pay
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		In both cases (Teachers and Support staff), where occupational sick pay is more favourable than SSP it takes precedence. SSP remains payable for up to 28 weeks regardless of occupational entitlement.
Trade Union Duties & Safety Representatives	Paid time off to which a recognised trade union representative or safety representative is entitled to carry out their functions, in accordance with statutory provision and the Trust's agreed facility time arrangements; normal salary continues throughout. Teachers and support staff should email their Line Manager in advance to agree time off.	• Paid for all employees.
Ante-Natal Care	Paid time off to which a pregnant employee is entitled to attend antenatal appointments recommended by a registered medical practitioner, midwife or health visitor, with no reduction in pay; a partner is separately entitled to up to 5 days' paid leave to attend such appointments. Teachers and support staff should email their Line Manager with reasonable notice of appointment times.	Pregnant employees are entitled to paid time off to attend ante-natal appointments recommended by a registered medical practitioner, midwife or health visitor. An enhanced leave scheme. Partners 5 days paid to attend ante-natal care appointments.
Jury Service	Time off to which an employee summoned for jury service is entitled, during which normal salary continues in full; the employee must claim the maximum loss of earnings allowance available from the court, and the Trust pays the difference between that allowance and normal salary so the employee suffers no net loss of pay. Teachers and support staff should email their Line Manager as soon as reasonably practicable, attaching a copy of the summons.	Paid at normal salary, net of any loss of earnings allowance claimed from the court, for all employees. Neither the Burgundy Book nor the Green Book alter this position — it applies equally to teachers and support staff. Employees should claim the maximum loss of earnings allowance available from the court. The Trust will pay the difference between that allowance and normal salary, so that the employee suffers no net loss of pay during jury service.

9. Discretionary Leave

The following categories of discretionary leave may be granted at the Headteacher's discretion. All decisions must be made consistently, compassionately and documented carefully.

We recognise that life does not always fit neatly into categories. Where circumstances arise that fall outside those listed below, the Headteacher will consider each situation on its own merits, with kindness and good judgement, and may seek advice from the Trust HR team. In the spirit of seeking to understand rather than be understood, we ask that every request is given genuine and thoughtful consideration.

All days referenced are pro-rata for part-time employees based on their working pattern.

Category	Guidance	Entitlement
Compassionate Leave — Immediate Family	For the sudden or serious illness, injury or death of a close family member (spouse/partner, parent, child, sibling). Account will be taken of: relationship to the deceased; responsibility for the estate; availability of other relatives; religious observance; and distance to travel. Additional unpaid leave may be approved in exceptional circumstances.	- Up to 5 days paid per year - Head Teachers for Schools or CEO for the Trust has the discretion to offer more paid days
Funeral of Non-Immediate Family or Close Friend	Where compassionate leave provisions above do not apply, leave may be approved to attend the funeral of someone who was close to the employee, taking account of their relationship and travel distance.	1 day paid per year - Head Teachers for Schools or CEO for the Trust has the discretion to offer more paid days
Medical / Dental / Hospital Appointments	Employees are expected to arrange appointments outside working hours where possible. If unavoidable, appointments should be at the start or end of the day to minimise disruption. The school may request evidence of the appointment. Absence recorded as sickness if self-certification is required.	- Paid or unpaid - Head Teachers for Schools or CEO for the Trust has the discretion to offer paid days
Disability-Related Leave (Rehabilitation, Assessment or Treatment)	Under the Equality Act 2010, paid time off as a reasonable adjustment for a disabled employee attending rehabilitation, assessment or treatment. This leave is separate from sickness absence and does not affect sick pay entitlements.	Paid
Menopause leave	The Trust recognises that menopause and perimenopause can significantly	Up to 5 days paid per year

	affect health and wellbeing. No medical evidence is required to access this leave. It is entirely confidential, sits outside the sickness absence process and will not count towards any absence triggers or records. Reasonable workplace adjustments will also be considered under the Equality Act 2010.	• Head Teachers for Schools or CEO for the Trust has the discretion to offer more paid days
Emergency / Unforeseen Circumstances	For urgent and unforeseen domestic emergencies (e.g. serious flooding, fire, burglary) that prevent an employee attending work. Reasonable time off will be allowed.	• Paid or unpaid • Head Teachers for Schools or CEO for the Trust has the discretion to offer paid day
Fertility Treatment	Where treatment cannot be arranged outside working hours. Female staff personally undergoing IVF or IUI: up to 5 days paid leave per 12-month period (requires 12 months' service). Partners: up to 1 day paid leave per 12-month period for essential appointments. Side effects treated as sickness absence.	• Up to 5 days paid per year for the person undergoing treatment • Up to 5 days paid per year for the partner of the person undergoing treatment • Head Teachers for Schools or CEO for the Trust has the discretion to offer more paid days
Moving House	Where it is demonstrated that moving is not possible outside school time, 1 day's leave may be granted.	• 1 day paid per year
Interview / Job Application	At the entire discretion of the Headteacher, taking account of the post applied for and the impact of absence on the school.	• Paid at Head Teachers for Schools or CEO for the Trust has the discretion
Child's University / College Graduation	Recognising the employee will have no control over the date, leave may be approved.	• Paid at Head Teachers for Schools or CEO for the Trust has the discretion
Close Family Wedding	Leave may be approved where the employee has little or no control over the date.	• Paid at Head Teachers for Schools or CEO for the Trust has the discretion

Study / Professional Examinations	Where the Headteacher has approved a course of study that benefits the school. Leave is for examinations only; study leave is only approved in exceptional circumstances.	Up to 3 days paid at Head Teachers for Schools or CEO for the Trust has the discretion
Sporting / Representative Activities	Selection for representative sport at county or national level may be viewed as an honour for the school. Extended tours require special consideration. The Headteacher should consider such requests sympathetically.	Paid at Head Teachers for Schools or CEO for the Trust has the discretion
Blood Donation	If donation is locally available and causes minimal disruption, time off may be permitted.	Paid at Head Teachers for Schools or CEO for the Trust has the discretion
Occupational Health Appointments	Employees are expected to attend OH appointments requested by the school. Where appointments fall during working hours after return from sickness, paid leave will be granted.	Paid
Religious Observance	Headteachers should seek to accommodate requests for time off for religious festivals, prayer or fasting. Arrangements should be agreed jointly to minimise disruption to the school. Where absence cannot be avoided during the working day, it will normally be unpaid.	Up to 3 days paid per year
Adverse Weather	Where an employee has made every reasonable effort to attend but genuinely cannot do so, absence may be treated as paid leave. Where roads and public transport were available, absence will normally be unpaid.	Paid at Head Teachers for Schools or CEO for the Trust has the discretion
Special occasions	Where an employee requests time off for a special occasion such as a hen do, stag do, or similar event. Requests should be made with as much notice as possible and remain subject to line manager approval based on staffing needs at the time.	Up to 3 days paid at Head Teachers for Schools or CEO for the Trust has the discretion p/y

CPD and Training	Training approved by the Headteacher as essential to CPD or school improvement. Where it is not possible to schedule outside term time, paid leave will be approved.	Paid
Medical Screening	Where medically necessary and cannot be arranged outside term time (including cancer screening as directed by a medical professional).	Paid
Reservist Training	Employees who are members of the Reserve Forces are expected to arrange training outside term time. In exceptional circumstances the Headteacher may approve paid leave for the annual continuous training course (normally 15 days). Employer obligations under the Reserve Forces (Safeguard of Employment) Act 1985 apply in respect of mobilisation.	Paid at Headteacher's discretion for annual training. Statutory rights apply during mobilisation under the Reserve Forces Act 1996 — unpaid during mobilisation, with the right to reinstatement on return.
Public Duties	Under Section 50 of the Employment Rights Act 1996, employees holding positions such as local authority member, tribunal member, prison visitor, police authority member, health body member or education body member are entitled to time off. Most activity should occur outside working hours; where this is not possible and there is no adverse effect on the school, unpaid leave may be approved.	Statutory right to reasonable unpaid time off under s.50 ERA 1996. The Trust has no discretion to refuse reasonable requests entirely, though it may limit the amount of time off where operationally necessary.
Strike Action	Taking part in strike action is an individual's choice. One normal day's pay will be deducted for each day of strike action taken.	Unpaid (pay deducted)

10. Additional Provisions for Teachers (Burgundy Book, Section 6)

The following provisions apply specifically to teachers in accordance with the national Burgundy Book terms and conditions:

10.1 External Examinations

Teachers who are required to carry out duties related to external examinations (such as invigilation, as an external assessor or examiner) will be granted paid leave where this falls during school time, provided the duty has been approved by the Headteacher.

10.2 Jury Service

Teachers summoned for jury service are entitled to apply for deferral during term time. Where deferral is not granted or is not possible, the teacher will receive paid leave with normal salary, less any loss of earnings allowance claimed from the court.

10.3 Trade Union Facilities Time

Trade union representatives who are teachers will be granted paid or unpaid time off (depending on the nature of the activity) to carry out legitimate trade union duties and activities, in accordance with the statutory provisions and the Trust's recognition agreements.

10.4 Other National Provisions

Other circumstances referenced in the Burgundy Book — such as participation in Parliamentary elections or national representative sporting activities — will be considered on an individual basis in line with the national terms.

11. Additional Provisions for Support Staff (Green Book, Section 7)

The following provisions apply specifically to support staff in accordance with the national Green Book terms and conditions:

11.1 Public Duties

Support staff are entitled to reasonable paid leave for jury service, serving on public bodies, and undertaking other public duties as set out in Section 7 of the Green Book and Section 50 of the Employment Rights Act 1996.

11.2 Medical Screening

Support staff are entitled to paid leave for medical screening, including cancer screening required by a medical professional, where this cannot be arranged outside working hours.

11.3 Special Leave

Additional paid or unpaid leave may be granted to support staff in special or exceptional circumstances at the discretion of the Headteacher and in line with Section 7 of the Green Book. All such requests will be considered on an individual basis with due sensitivity to the circumstances.

12. Request Procedure

12.1 Submitting a Request

We ask all staff to submit requests for leave of absence using the Trust's Leave of Absence Request Form (Appendix A). Requests should be submitted at least one working week before the proposed date(s) of absence — not as a bureaucratic requirement, but so that the Headteacher has the time and information needed to give every request the genuine and thoughtful consideration it deserves.

We trust our staff to use this process with honesty and care, and we commit to responding to every request in the same spirit.

12.2 Emergency Requests

In a genuine emergency where prior notice is impossible, the employee must contact the Headteacher by telephone as soon as practicable. On returning to work, the employee must complete the Leave of Absence Request Form and submit it to the Headteacher for retrospective consideration.

12.3 Decision and Communication

The Headteacher (or relevant nominee) will complete Part B of the Leave of Absence Request Form and return it to the employee, setting out whether the request has been approved or refused and the pay arrangements that will apply. Where further information is required before a decision is made, the Headteacher will arrange a meeting with the employee as soon as practicable.

Once approved, the completed form will be passed to the Business Manager for processing.

12.4 Record Keeping

The Headteacher will ensure proper records are maintained of all requests for leave, with a copy of each form placed on the employee's personal file. This includes retrospective requests in cases of emergency.

12.5 Requests by the Headteacher

Where the Headteacher wishes to apply for leave, the request must be made to the CEO.

Appendix A: Leave of Absence Request Form

PART A — TO BE COMPLETED BY THE EMPLOYEE	
Full Name:	
School:	
Job Title:	
Date of Request:	
Proposed Date(s) From:	
Proposed Date(s) To:	
Total Days / Hours Requested:	
Reason for Request (provide full details):	
For Teaching Staff — cover required?	Yes / No (please circle)
Signature:	
Date Signed:	

PART B — TO BE COMPLETED BY THE HEADTEACHER / NOMINEE	
Decision:	☐ Approved with pay ☐ Approved without pay ☐ Not approved
Reason(s) if not approved:	☐ Operational difficulties in covering absence ☐ Impact on continuity of educational provision ☐ Referred to CEO — outside scope of policy ☐ Other (please explain below):
Signed:	
Job Title:	
Date:	

Please return completed form to the School Business Manager for processing.
 A copy will be retained on the employee's personal file.



SANCTA FAMILIA

CATHOLIC ACADEMY TRUST

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