



The  
**MAST**  
 Academy Trust

<b>Policy</b>	Leave of absence policy	
<b>Owner</b>	The Mast Executive Administrator	
<b>Date approved</b>	9 <sup>th</sup> November 2021	
<b>Approver</b>	Staffing Committee	

<b>Current version</b>	V4.1
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<b>Next review due</b>	Autumn 2024
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<b>Objective of Policy</b>
To provide guidance on the policy and processes for requesting leave of absence.

Version Control	
Version Number	Summary of amends from previous version
2.0	Review and appropriate updates since last version, front cover amends.
3.0	Updated to reflect COVID19 absence, section 2 - point 6, section 4 and appendices A and B
3.1	Updates to self-isolation period to reflect governance guidance on 14 <sup>th</sup> December 2020. Addition of links to government websites in appendix B
4.0	Annual review; removal of appendices A and B (pandemic related)
4.1	Removal of Covid related leave of absence (isolation), section 2 and section 4

Sign off requirements	
Approvers	Position
Staffing Committee	Trust Board
Reviewers	Position
Natasha Greenough	CEO The MAST
Dorcas Atkinson	Trustee
Unions consulted (if applicable)	
ASCL	
GMB	
NASUWT	
NEU, (ATL)	
UNISON	
NAHT	
UNITE	

Section Number	Content	Page Number
1.0	Aims	3
2.0	Values, principles and standards	3
3.0	Definitions	4
4.0	Guidance	4
5.0	Communication of this Policy	6
6.0	Responsibilities and Accountabilities	6
7.0	Monitoring and Review	6

## **1.0 Aims**

The Mast Academy Trust will treat all employees equally and consistently when applying for leave of absence, in accordance with the school's Equalities Policy.

## **2.0 Values, principles and standards**

This Policy is underpinned by the following values, principles and standards:

1. Leave will only be granted during term-time in exceptional circumstances
2. As, in the majority of cases, a quick response is required, the responsibility for implementing this policy is delegated to the Headteacher
3. The decision of the Headteacher is final.
4. Employees have certain entitlements to leave of absence in particular circumstances, under their conditions of service. In other circumstances, the Headteacher will grant leave of absence on a discretionary basis in accordance with this policy.
5. Leave related to maternity, paternity and adoption is explained at [www.direct.gov.uk](http://www.direct.gov.uk) (Go to *Parents* then *Money and Work Entitlements* then *Work and Families*. With regard to entitlement to pay during such leave, the employee is referred to his/her conditions of service.
6. The Mast Academy Trust recognises that there are occasions when staff will find it necessary to be absent from work due to matters which are, in the main, outside their control.
7. However, it must be understood by all concerned that absence from work has an adverse effect on the school and all staff are required to apply for leave of absence with restraint.
8. Any leave requested during normal working hours will be at the discretion of the Headteacher.
9. Where leave of absence is necessary then only minimum periods of leave should be requested. This is particularly relevant to those occasions that provide up to a given maximum. The stated maximum must not be seen as the norm.
10. It is incumbent on the Headteacher and the governing body, when approving leave of absence, to take account of the effect on the school and whether the

member of staff could reasonably have made other arrangements which would not interfere with their duties.

### 3.0 Definitions

The definitions of relations used in his Policy are:

- a. **Immediate family** – father, mother, guardian, brother, sister, grandparent, spouse, partner, child or grandchild (including half- and step-).
- b. **Other than immediate family** – aunt, uncle, cousin, mother/father-in-law, brother/sister-in-law, friend.

These definitions are not exhaustive and are for guidance only.

### 4.0 Guidance

Guidance on acceptability, lengths of absence and payment conditions are set out below. They are not exhaustive and are for guidance purposes only.

Reason for absence	Period of time in any one academic year (1/9 to 31/8)	Comments
Family illness with dependents	Min necessary up to a max of 5 days	With salary
	Over 5 days at discretion of Headteacher or family illness (non dependents)	Without salary
Hospital/doctor's appointment, or similar, where arrangement are beyond control of staff member for self or dependents	Min necessary up to a max of 1 day on each occasion. (Evidence to be supplied by staff member)	With salary
Doctor/Dentist appointments should be made outside normal school hours except in an emergency		With salary
Moving house	1 day (within a three year timeframe)	With salary
Emergency childcare arrangements	Min necessary up to a max of 1 day on each occasion and no more than 3 occasions in a year	With salary
	More than 3 occasions or for longer than 1 day at the discretion of the Headteacher	Without salary
	More than 5 days per year at the discretion of the headteacher	Without salary
Veterinary appointments should be made outside school hours except in an emergency		Without salary and only in an emergency situation

Interview for another post	Min necessary to be able to attend up to 2 days per interview	With salary
Visit to new school after appointment	1 day	With salary
Term-time events (e.g. other school sports day)	Min required where attendance does not impact on pupil learning	Without salary if flexible working arrangements are not possible.
Leave of absence for own wedding or civil partnership	Will only be granted in exceptional circumstances	
Wedding or Civil Partnership Wedding or Civil Partnership	If that of immediate family member, 1 day on the day of the wedding	With salary
	If attending as bridesmaid/best man/witness, 1 day on day of wedding	Without salary
Significant award to self or member of immediate family (Graduation etc.)	1 day	With salary
Visits to other school with immediate family (University open days etc.)	Min necessary up to a max of 3 days	Without salary
Sitting an examination	Min period required to attend exam	With salary
Studying for exam related to school role	½ day per paper on days immediately prior to exam	With salary
Chief Examiners/ Chief Moderators	Max 10 days	With salary
Examiners/Assistant Moderators	Max 5 days for training only	With salary
	More than 5 days or for activity not related to training, at the discretion of the Headteacher	Without pay
Death and funeral of immediate family	Min necessary up to a max of 5 days for each bereavement	With salary
Death of a relative or close friend	1 day for each bereavement	With salary
Funeral of relative or close friend	1 day for each bereavement	With salary

Attendance at religious ceremony/observance	As appropriate, in discussion with headteacher	
Jury service/Witness in court	As required	With salary (Jurors/ witnesses claim allowance for loss of earnings)
Representation at national level in significant sporting/ cultural events	As appropriate, in discussion with headteacher	
Attendance at annual camp as member of Territorial Army etc.	10 days	With salary
Other reasons not specified above	As appropriate, in discussion with headteacher	With or without salary

### **5.0 Communication of this Policy**

The Mast Academy Trust will take active steps to communicate the principles of this policy to all relevant parties.

### **6.0 Responsibilities and Accountabilities**

The governors are responsible for:

- ensuring that this policy is in place
- providing the necessary guidance, encouragement and resources to allow this policy to be followed
- hearing evidence from the member of staff body and the Headteacher before reaching a decision (not a formal hearing)
- reaching a fair, understanding and proper decision and
- monitoring the effectiveness of the Policy.

The headteacher is responsible for:

- the fair, understanding and proper following of this guidance.

All staff are responsible for:

- understanding and accepting the policy, following agreement with appropriate unions.

### **7.0 Monitoring and Review**

The Staffing Committee will be responsible for monitoring the effectiveness of this policy annually and for making changes in line with legislation.