



The
MAST
 Academy Trust

Policy	Leave of absence policy	
Owner	Melanie Humphreys – The Mast Executive Administrator	
Date approved	9 th December 2020	
Approver	Martyn Jones	

Current version	V3.0
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Next review due	Autumn Term 2023
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Objective of Policy
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 th December 2020. Addition of links to government websites in appendix B

Sign off requirements	
Approvers	Position
Martyn Jones	Chair of trustees ratification
Reviewers	Position
Natasha Greenough	CEO The MAST
Staffing Committee	Trust Baord
Unions consulted (if applicable)	
ASCL	
GMB	
NASUWT	
NEU, (ATL)	
UNISON	
NAHT	
UNITE	

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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 (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. Leave related to COVID19 isolation as indicated by government guidance must be notified to the headteacher immediately and in accordance with this policy. Leave may not be required for specific roles, refer to appendix A.
7. 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.
8. 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.
9. Any leave requested during normal working hours will be at the discretion of the Headteacher.
10. 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.

11. 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
Childcare due to Covid 19 closure at child's childcare setting	5 days per year	With 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
COVID19 isolation	Staff member displays symptoms - 10 days from start of symptoms or a positive test (whichever comes first)	With Salary
	Staff member in contact with a recent positive case – Self isolate for 10 days from the date the symptoms started or a positive test	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.

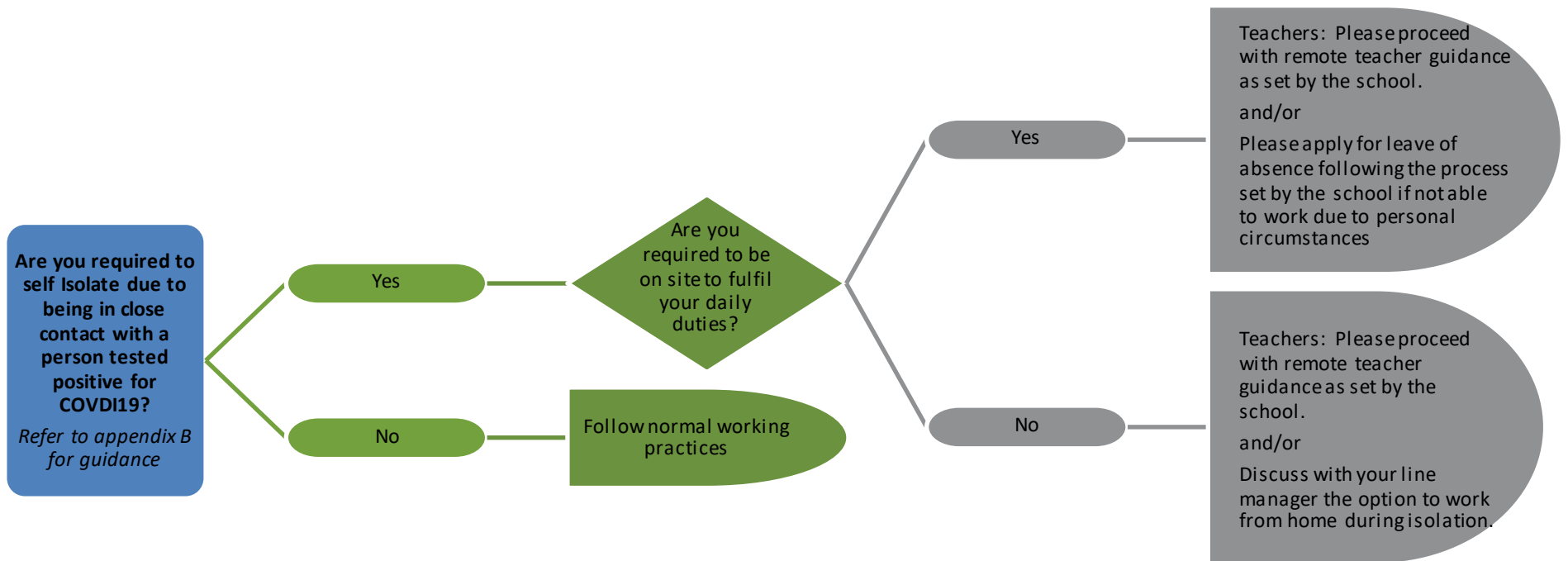
All staff are responsible for:

- 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.

APPENDIX A
Leave of absence requirements during COVID19 pandemic



APPENDIX B
COVID-19 – ‘What to do if...’ guidance

What to do if...	Action needed	Back to work...
<p>...I have COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> • You shouldn't attend school • You should get a test • Your whole household self-isolates while waiting for test result • Inform school immediately 	<p>...when your test comes back negative</p>
<p>...I tested positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • You shouldn't attend school • You self-isolate for at least 10 days from when symptoms* started (or from day of test if no symptoms) • Inform the school immediately • Whole household self-isolates for 10 days from day when symptoms* started (or from day of test if no symptoms) - even if someone tests negative during those 10 days 	<p>...when you feel better, and have been without a fever for at least 48 hours</p> <p>You can return to school after 10 days even if you have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>
<p>...somebody in my household has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> • You shouldn't attend school • Follow the leave of absence policy guidance on COVID-19 • Household member with symptoms should get a test • Whole household self-isolates while waiting for test result • Inform school immediately about test results 	<p>...when household member test is negative, and you do not have COVID-19 symptoms*</p>

<p>...somebody in my household has tested positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • You shouldn't attend school • Follow the leave of absence policy guidance on COVID-19 • Whole household self-isolates for 10 days from day when symptoms* started (or from day of test if no symptoms) - even if someone tests negative during those 10 days 	<p>...when you have completed 10 days of self-isolation, even if they test negative during the 10 days</p>
<p>...NHS Test and Trace has identified me as a 'close contact' of somebody with symptoms* or confirmed COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • You shouldn't attend school • Follow the leave of absence policy guidance on COVID-19 • Self-isolate for 10 days (as advised by NHS Test and Trace) – even if they test negative during those 10 days • Rest of household does not need to self-isolate, unless they are a 'close contact' too 	<p>...when the you have completed 10 days of self-isolation, even if they test negative during those 10 days</p>
<p>...I have travelled and had to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> • Consider quarantine requirements and FCO advice when booking travel • Consider how the advise may effect your return to work • Discuss with your line manager if your holiday was booked prior to quarantine requirements were issued <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> • You shouldn't attend school • Follow the leave of absence policy guidance on COVID-19 	<p>...when the quarantine period of 10 days has been completed, even if you test negative during those 10 days</p>

	<ul style="list-style-type: none"> • Whole household self-isolates for 10 days – even if they test negative during those 10 days 	
<p>...we have received advice from a medical / official source that I must resume shielding</p>	<ul style="list-style-type: none"> • You shouldn't attend school • Contact school and discuss with your line manager • You should shield until you are informed that restrictions are lifted and shielding is paused again 	<p>...when school / other agencies inform you that restrictions have been lifted and you can return to work again</p>
<p>...I am not sure who should get a test for COVID -19 (coronavirus)</p>	<ul style="list-style-type: none"> • Only people with symptoms* need to get a test • People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive 	<p>...when conditions above, as matching your situation, are met</p>

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)