



The  
**MAST**  
 Academy Trust

|                      |                                  |  |
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| <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> | V4.0 |
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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)   |

| 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                            |              |

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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](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. 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.
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                                    |
|  | 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 |

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| 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<br>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   |

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| 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 or until a negative test result. (In accordance with national guidance)                           | With Salary  |
|   | Unvaccinated Staff member in contact with a recent positive case –<br>Self isolate for 10 days from the date of contact with the positive case in accordance with national guidance. | 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.