

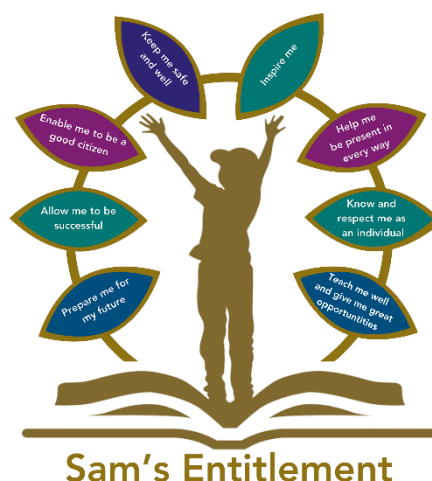


HET Leave of Absence Policy

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1. Introduction

- 1.1 The purpose of the Leave of Absence Policy is to ensure that employees are able to manage particular circumstances that may occur in their lives where it is not possible to arrange these during school holiday periods and time off may be required. It is expected that requests will only be made for leave of absence in term time once all other possible alternatives have been considered.
- 1.2 The amount of leave of absence granted and reasons for doing so can differ between teaching and support staff and from one employee to another. It is also important to bear in mind that such entitlements must be considered against the overall working arrangements of the different categories of employees and, in particular, the need for arrangements to be made to cover such absences.
- 1.3 All periods of leave of absence will be recorded and considered on an academic year (1 September to 31 August).
- 1.4 Any employee who is suspected to have abused the provision for time off may be subject to disciplinary proceedings in line with the HET Disciplinary Policy.
- 1.5 This procedure does not form part of any employee's contract of employment, and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

2. Scope and purpose of this policy

- 2.1 This policy is for all employees working within a HET school or establishment (which for ease of reference are referred to throughout this document as 'schools') or the HET Managed Service (MS) Team.
- 2.2 It does not apply to agency workers, consultants, self-employed contractors, volunteers or work experience students.
- 2.3 The purpose of this policy is to ensure that employees within HET understand how requests for leave will be considered. It will also ensure that employees across HET are treated in a fair and consistent way when requesting time away from work.
- 2.4 The policy applies to all employees regardless of length of service.

- 2.5 This policy is used to deal with requests for absence from work for the reasons contained within this policy. It does not cover requests for flexible working, maternity, paternity, parental or adoption leave. Information on these can be found in the relevant policy within HET.

3. Definitions

- 3.1 For the purpose of this policy, the following definitions apply:

- 'HET' refers to Hamwic Education Trust.
- 'HR' in this policy, means Hamwic Education Trust HR.
- 'Local Governing Committee' in this policy, where reference is made to the Governing Committee, this means the Local Governing Committee of the school, or the Trust in the case of a school where no Local Governing Committee is present. Where a Governing Committee is not present in a school, or numbers are low, Governors from other schools/partnerships may be used. For HET MS Team, the Governing Committee is the Trust Board.
- 'Manager' in this policy, is anyone as identified in the staffing structure with line management responsibilities.
- 'Representative' in this policy means a representative of a professional association or trade union who is accredited to accompany a member when the member is subject to formal policies where they are entitled to be represented. Employees may also be accompanied by an appropriate work colleague.

4. Process for making requests

- 4.1 HET recognises that it may not always be possible to request certain types of leave in advance, for example, bereavement leave, compassionate leave and leave in emergency situations. Where it is not possible to request leave in advance employees should contact their line manager, School Leader or other designated individual as soon as possible to tell them the reason for the absence and the number of days leave that they anticipate being absent. The line manager, School Leader or other designated individual will then discuss the situation with the employee and agree next steps.

- 4.2 Employees should ensure that other than in emergency situations they make their request for leave in advance to enable HET to consider the request carefully and to ensure that cover can be implemented where required.

4.3 Process for making requests – Leave of Absence

- 4.3.1 Employees should make a request by completing the Request for Leave of Absence Form (See Appendix 1) and give it to their line manager. The form will be completed and returned to the employee when a decision has been made. Please note that in all cases the decision to agree to a request will be at the absolute discretion of the manager, SLT or designated person.

- 4.3.2 Where it is possible to do so in advance or when the employee returns to work after taking time off under this policy, HET might ask the employee to provide evidence for the reasons for taking the time off.



4.4 Process for making requests – Carer’s Leave

4.4.1 To request Carer’s Leave under section 8 of this policy, employees must complete the Request for Carer’s Leave form at Appendix 2 and return it to their manager, giving the notice set out in section 8.

5. Parental Bereavement Leave, other bereavement leave and compassionate leave

5.1 Parental Bereavement Leave

5.1.1 Up to 2 weeks parental bereavement leave (PBL) for parents, with parental responsibility, to help them cope with the death of a child under the age of 18 years will be granted. This includes birth parents, adoptive parents, individuals who are fostering to adopt, legal guardians, most foster parents, (excluding short term and emergency foster care), intended parents under a surrogacy arrangement, those who look after a child in their home other than a paid carer and have done so for at least 4 weeks and parents who suffer a still birth after 24 weeks or more into pregnancy. There is no minimum service requirement for eligibility to take this leave.

5.1.2 Employees may be entitled to statutory parental bereavement pay (SPBP) [and normal pay covering some of this period] for parental bereavement leave if they meet the below criteria:

- have 26 weeks continuous service with HET ending on the Saturday before the child died.
- have normal weekly earnings in the eight weeks up to the week before the child’s death that are not less than the lower earnings limit for NI contributions.

5.1.3 Parental bereavement leave will be granted as a single block of 2 weeks or 2 separate blocks of 1 week at different times. This leave must be taken within 56 weeks of the loss of the child.

5.1.4 If parental bereavement leave is taken straight away and during the first 8 weeks after the child has died, there is no requirement to give advance notice of PBL. However, employees should make contact with their manager to inform of the reason for their absence.

5.1.5 Any parental bereavement leave taken after the initial period will be subject to at least 1 weeks’ notice to the employer.

5.1.6 Employees taking parental bereavement will be asked to produce a written declaration to confirm they are entitled to the leave.

5.1.7 Entitlement to maternity leave and pay is not affected if a child has died or been stillborn. Maternity leave can be taken in addition to parental bereavement leave.

5.2 Other bereavement leave and compassionate leave

5.2.1 Up to 5 days paid bereavement leave may be granted to help employees cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

5.2.2 Up to 5 days paid compassionate leave may be granted to help employees where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill. This does not apply in the case of domestic emergencies, or where normal caring arrangements have been disrupted. Compassionate leave for other traumatic events or difficult personal



circumstances will be considered on an individual case by case basis and is discretionary by the School Leader.

5.2.3 Bereavement leave and compassionate leave may be granted in relation to a spouse, civil partner or partner, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law. Children are covered separately in the parental bereavement section above. The manager may exercise their discretion in relation to any other relative or close friend, depending on the circumstances. When agreeing the amount of leave the manager will take into account the circumstances and relationship of the employee to the deceased/seriously or critically ill person.

6. Dependants (Time off for)

6.1 The law recognises and HET respects that there will be occasions when you will need to take time off work to deal with unexpected events involving a dependant/s. All employees have the right to take a reasonable amount of unpaid time off work. Employees may be eligible for up to 3 days of paid leave per academic year, subject to the approval of the School Leader or CEO.

This may be in order to:

- provide assistance when a dependant falls ill, gives birth, is injured or assaulted.
- make longer-term care arrangements for a dependant who is ill or injured.
- take action required in consequence of the death of a dependant.
- deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- deal with an unexpected incident involving their child during school hours (or those of another educational establishment).

6.2 A dependant for the purposes of this policy is:

- an employee's spouse, civil partner, parent or child.
- a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in section 6.

6.3 Employees are only entitled to take reasonable time off under this policy where there is an immediate crisis, and it is necessary to take action in relation to a dependent. This will depend on the nature of the problem, the closeness of the relationship between you, and whether someone else is available to assist. Reasonable time off will not normally be more than 1 or possibly 2 days and in most cases will be less than a day. However, each set of circumstances will be considered on their facts.

6.4 If an employee knows well in advance that a problem might arise or that they wish to take time off to care for a dependant themselves, rather than make alternative arrangements, this policy will not apply. Employees should make other arrangements to deal with such situations.

6.5 Employees will only be entitled to time off under this policy if, as soon as is reasonably practicable, they tell their line manager:

- the reason for the absence; and
- how long they expect to be away from work.



6.6 If they fail to notify HET as required, they may be subject to disciplinary proceedings under our Disciplinary Policy for taking unauthorised time off.

7. Childcare provision (school or nursery) closures

7.1 Where schools or nurseries close due to bad weather or public transport and an employee is unexpectedly required to provide or arrange care for a dependant, the Dependants (time off for) section 6 will apply.

8. Carer's Leave

8.1 Employees are entitled to one week's unpaid carer's leave per year to give or arrange care for a dependent who needs long term care. All other benefits will remain in place. For example, holiday entitlement continues to accrue, pension contributions will continue to be paid.

- A long-term need is defined as:
 - illness or injury (physical or mental) that requires, or is likely to require, care for more than three months.
 - a disability for the purposes of the Equality Act 2010.
 - requiring care for a reason connected with old age.
- A dependant for the purposes of this policy is:
 - an employee's spouse, civil partner, parent or child.
 - a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee; or
 - anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to section 6 of this policy.

8.2 The minimum amount of Carer's Leave an employee can request in a 12-month rolling period is half a working day. The maximum period of leave that can be requested is one week. The days requested do not have to be consecutive.

8.3 Employees must give either twice as many days' notice as the length of leave being requested, or 3 days' notice (whichever is the longer).

8.4 HET will postpone carer's leave if the running of HET will be unduly disrupted by an employee's absence. However, employee's will be permitted to take the requested amount of leave within one month of their original request. If leave is postponed, this will be confirmed in writing within 7 school days of your request in a written counter notice. This will explain the reason for the postponement and the revised dates that Carer's Leave can be taken.

9. Assisted Conception

9.1 Employees who are planning to undergo any form of assisted reproduction or require any treatment or other medical intervention to support fertility should discuss with their line manager their treatment plan and requirements for time off. Whether it is the employee, their partner or a surrogate undergoing treatment, ways to support will be considered to attend appointments to undergo treatment or to support, in the same way as any other medical appointments.



- 9.2 Whilst HET understand appointments for such treatments are often made at short notice and can be frequent and on consecutive days, as much notice as possible regarding the arrangements for the time off should be made.
- 9.3 HET recognise that such treatment can be physically, emotionally, and financially stressful and encourage employees to discuss these matters and be as open as possible so that appropriate support can be offered in the workplace, whilst the employee is undergoing treatment. This could include, but is not limited to, the provision of a fridge for storing medication, workplace adjustments, or a quiet space to take medication or take/make medical calls.
- 9.4 All discussions will be treated sensitively and in strict confidence.
- 9.5 For those receiving treatment HET will grant paid leave and consider these cases on an individual basis.
- 9.6 Where an employee is not undergoing treatment themselves but supporting someone receiving treatment, either their partner or surrogate, this will be considered on individual circumstance.
- 9.7 Wherever possible appointments should be arranged outside of normal working hours. Specifically, where appointments relate to investigations or testing. However, it is recognised this may not always be possible. Employees may be asked to provide details of the appointments, as with any medical appointment.
- 9.8 Should employees require time off work because of the side effects of their treatment this will be treated under the normal sickness absence reporting procedures.
- 9.9 If treatment is successful from the point of implantation employees will be considered pregnant and should refer to the HET maternity policy.
- 9.10 If sadly treatment is not successful, employees will have the same protections from when they underwent embryo transfer until two weeks after finding out transfer was unsuccessful. HET will offer appropriate support during this time and beyond.
- 9.11 If you experience pregnancy loss following treatment you should speak your line manager.

10. Domestic, Personal and Family Reasons

- 10.1 Up to 1 day's paid leave of absence may be granted for domestic reasons (urgent or otherwise). Further days unpaid may be considered. It is expected that those employees who have the option to choose when to take their leave, will use their annual leave entitlement before making a request for domestic reasons.
- 10.2 Leave to be granted under this provision may include the following, but the manager will consider each set of circumstances on the facts, including the nature of the request, the relationship of the employee to the person the request relates to where applicable and whether the event or incident is an exceptional circumstance that could not be arranged outside of normal working hours:
- a) Moving house**
Employees should normally make arrangements for moving house outside normal working days. Where this is not possible, up to one day's paid leave may be granted.



b) Wedding or civil partnership ceremony

Employees should make their own wedding/civil partnership arrangements outside normal working days. The School Leader may grant 1 days paid leave to enable employees to attend a close relatives or close friend's wedding or civil partnership ceremony where this is held during normal working hours.

c) Other special events

HET recognises that in exceptional circumstances there will be special events in an employee's family life that cannot be arranged outside normal working days e.g., graduation ceremonies, school productions, sports day. Request for time off for these purposes will be considered.

d) Urgent domestic business

This would enable employees to deal with emergencies of a domestic nature e.g., flooding, structural damage, burglary etc.

- 10.3 Plans or arrangements for the time off should not be made by the employee until they have received a decision in relation to their request and their request is granted, if appropriate. Should employees take leave that has not been authorised they may be subject to disciplinary proceedings under the HET Disciplinary Procedure for taking unauthorised time off and deductions from pay made for any unauthorised leave that was paid.

11. Health and Welfare

- 11.1 Employees are expected to make routine medical appointments on their non-working days/outside working hours. Where it can be demonstrated that it is not possible to obtain appointments outside of working hours HET may grant paid time off for reasons to do with the personal health and welfare of an employee, for example, visits to a doctor, dentist, optician, clinic and hospital. Employees will be expected to provide evidence of their requirement to attend any medical appointments.
- 11.2 All employees are encouraged to attend medical appointments for preventative screening, such as smear tests, mammograms, prostate examinations. These appointments are covered by this policy.
- 11.3 Employees who donate blood or other medical tissue are encouraged to do this outside of working hours. Where this is not possible requests for time off to attend these appointments will be considered under this policy.
- 11.4 Requests for time off for medical appointments in relation to adoption and pregnancy will be considered under HET's policies that cover these circumstances.

12. Interviews

- 12.1 HET accepts that employees will have little or no control over when an interview will take place and therefore may grant up to 1 day paid.
- 12.2 Employees must inform their manager of the time, date and duration of the interview as soon as they have this information so that the request can be considered promptly to avoid disappointment. Employees may be asked to provide evidence of the interview.



13. Time off for public duties

13.1 HET supports employees to perform certain public duties that they may be committed to undertake and will give them time off to do so where it does not conflict with the operational needs of the school or HET. HET is not obliged to grant employees paid leave for these purposes. The circumstances in which we are prepared to do so are set out below.

13.2 Jury service

13.2.1 Employees should tell their line manager as soon as they are summoned for jury service and provide a copy of the summons if requested.

13.2.2 Depending on the demands of the school or HET it may be requested that the employee applies to be excused from or have the jury service deferred.

13.2.3 HET, although not required to do so, will pay employees who are doing jury service for up to 10 working days. Payment for time off beyond 10 working days may be paid at our discretion. Employees are not required to complete a claim form from the court for loss of earnings.

13.3 Voluntary public service

13.3.1 Employees are entitled to a reasonable amount of paid time off work to carry out certain public duties. The amount of time-off is at the discretion of the line manager and the organisational capacity. Each case will be considered on its merits.

13.3.2 Public service duties include service as a:

- Tribunal member.
- Magistrate.
- Local councillor.
- Member of an NHS Trust.
- Prison visitor.
- Lay visitor to police stations.
- School/Academy/Trust governor.

13.3.3 If an employee is unsure whether a public service is covered by this policy, they should speak to their line manager or HET HR.

13.3.4 As soon as an employee is aware that they will require time off for performance of a public service they should notify in writing, providing full details of the time off that is being requested and the reasons for the request.

13.3.5 HET will agree to requests for time off to undertake public duties wherever reasonably possible, having regard to the criteria set out in this policy. If it is not possible to accept a request an employee will be given written reasons for the decision.

13.3.6 Each request for time off will be considered on its merits, in the circumstances in which it is made including:

- Whether the activity is reasonable in relation to the employee's employment.
- How much time off is reasonably required for the duty in question.



- How much time off the employee has already taken for the public duty in question.
- How the absence will affect the school or HET.

13.4 Reserve forces duties

13.4.1 HET are aware that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called up at any time to be used on full-time operations and will be expected to attend regular training.

13.4.2 Employees who need time off for reservist commitments are expected to use existing holiday entitlement. In exceptional circumstances additional leave (either paid or unpaid) may be granted, in order for these commitments to be met.

13.4.3 Whilst HET will do everything possible to meet requests for leave it may not always be possible for operational reasons. If HET receive notice that an employee has been called up there may be occasions when HET need to apply to an adjudication officer for the notice to be deferred or revoked if the employee's absence would cause serious harm to the school or HET (which could not be prevented by the grant of financial assistance).

13.4.4 Once military service has ended, the employee may submit a written application for reinstatement to their employment. This should be made by the third Monday following the end of the military service and HET should be notified of the date on which the employee will be available to restart work.

13.4.5 If it is not reasonable and practicable to reinstate the employee into their former employment, HET will offer the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.

14. Professional Examination Duties

14.1 HET will authorise leave for teachers to undertake professional duties in connection with GCSE, GCE A Level and other public examinations in line with the provisions of the Burgundy Book (Section 6). This also gives details of how the school may be reimbursed when a teacher has to be released.

15. Redundancy – support for job seeking

15.1 Employees who have been identified by HET as redundant will be allowed reasonable time off during working hours to support them with securing alternative employment or to arrange training for future employment. The amount of time-off is at the discretion of the line manager. Each case will be considered on its merits.

16. Religious Festivals

16.1 Employees whose religious beliefs require the observance of festivals which fall on days upon which they would normally work, may be granted leave with pay.

16.2 Employees must inform their line manager at the start of each academic year of any dates that they may need to request time off for. Where this is not possible employees should provide this information as soon as they are able to and no later than 10 working school days before the date of the requested leave.



16.3 Unfortunately, whilst every effort will be made to accommodate requests for leave, there may be some circumstances where requests are turned down. Such as where a large number of requests are received at the same time or there is insufficient capacity within the school or HET to accommodate the leave.

17. Time off for trade union duties and activities

17.1 HET wishes to support employees with time off for trade union activities.

17.2 Trade union representatives are entitled to reasonable paid time off to carry out trade union duties and activities, to undergo training and to accompany a worker to a grievance or disciplinary hearing. A trade union representative means an officer of the union, or an employee elected or appointed in accordance with the union's rules to be a representative of union members in the workplace.

17.3 Union learning representatives have a right to reasonable paid time off to perform their duties and undergo training.

17.4 Union members have a right to reasonable unpaid time off when taking part in trade union activities.

17.5 Employees should be aware that there will be occasions where, for operational reasons, or where HET believe the time off to not be reasonable, requests can be declined. Each application for time off will be assessed on its merits and the determination will ultimately depend on the needs of HET at the time of the request and consideration will be given to:

- a) the nature and timing of the request.
- b) the amount of time off previously granted or planned for the future.
- c) the number of representatives or members seeking time off within a given period; and
- d) the legitimate need of the union representative or union learning representative to discharge their functions.

17.6 If a union representative, union learning representative or union member is aggrieved by a decision to refuse time off to undertake their duties, training or activities, they should raise the matter in accordance with HET's Grievance Policy.

17.7 Time off for union representatives – duties

17.7.1 Employees who are representatives of an independent trade union recognised by HET for collective bargaining are permitted reasonable paid time off to:

- a) carry out their duties in connection with:
 - negotiations in relation to collective bargaining.
 - the performance of other permitted functions related to collective bargaining.
 - information and consultation over collective redundancies or TUPE transfers; and
 - agreeing new terms for the workforce following a TUPE transfer in an insolvency situation.
 - undergo training in aspects of industrial relations relevant to those duties which has been approved by the Trades Union Congress or by the trade union.
 - accompany a fellow worker to a disciplinary or grievance hearing.



17.8 Time off for union members - activities and learning

17.8.1 An employee who is a member of an independent trade union recognised by HET in relation to their position is permitted reasonable unpaid time off to take part in a trade union activity or to consult a union learning representative. Examples of trade union activities include voting in union elections and attending relevant workplace union meetings but not participating in industrial action.

17.9 Time off for union learning representatives

17.9.1 Employees who are members of an independent trade union recognised by HET can take reasonable time off to perform duties as a union learning representative, providing that the union has given the HET notice in writing that the employee is a learning representative of the trade union and that the representative is, or will be, sufficiently trained to carry out the learning representative duties. The purpose of a learning representative includes arranging training, promoting the value of training and analysing training needs.

17.10 Requesting time off - trade union representatives and learning representatives

17.10.1 Employees that are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to HET.

17.10.2 The line manager will meet with the employee to discuss their union role and the amount of time and facilities that HET believes to be reasonable to enable the employee to carry out their union duties.

17.10.3 When making a request for time off the employee should provide as much notice as possible and give further details, such as the location, timing, duration and purpose of the time off. The line manager will look at each request and the circumstances before deciding what is reasonable.

17.10.4 Both parties accept the need to be flexible within this process and recognise their duties and obligations to HET. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and learning at HET. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.

17.11 Requesting time off - trade union members

17.11.1 Employees who want to request time off for trade union activities during working hours should make a request to their line manager giving as much notice as possible and provide further details, such as the location, timing, duration and purpose of the time off. The line manager will look at each request and the circumstances before deciding what is reasonable.

18. Severe Weather and Disruptions to Public Transport

18.1 HET recognise that employees may face difficulties travelling to and from the workplace during severe weather conditions or when there are major disruptions to public transport (this is not in circumstances of a high volume of traffic or normal disruption to public transport). If an employee's normal mode of transport cannot be used to get to work, they should explore alternative means of safe transport.



18.2 Although HET expect employees to make a reasonable effort to attend work in all circumstances, it is not the intention for employees to put themselves at unnecessary risk. However, at the same time HET must also ensure that any disruption remains minimal.

18.3 Lateness

18.3.1 If an employee realises that, due to severe weather conditions or disruptions to public transport, they are likely to be late for work, employees must follow the reporting procedures in their school or HET as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.

18.3.2 If the lateness amounts to half your normal working day or more, the arrangements set out below in relation to absence will apply.

18.4 Absence

18.4.1 Where a line manager is satisfied that an employee has made every reasonable effort to attend work but has been unable to do so due to severe weather conditions or public transport disruptions, they will be required, if possible, to work remotely until the situation has improved.

19. School closure

19.1 The School Leader or HET may decide to temporarily close in extreme cases of bad weather or disruptions to public transport. If this is necessary, they will inform employees as soon as possible. Employees will be required to work remotely where it is possible to accommodate a remote working arrangement. Employees will be paid their normal pay during the period of closure.

20. Leaving work early

20.1 The School Leader or HET will decide on a case-by-case basis if, due to severe weather conditions or disruptions to public transport, it is appropriate for employees to leave work early, taking into account individual circumstances (for example, where employees live and their mode of transport) and the needs of the organisation. In such cases employees will be paid their normal pay. If employees leave work early, they may be required to work remotely where this is possible.

21. Miscellaneous reasons

21.1 A line manager may authorise paid or unpaid leave (for a maximum of 1 day per academic year per employee) to enable an employee to be absent from duty for any other reasonable purpose.

21.2 The above paragraph will apply to circumstances such as an employee requesting leave to attend their child's graduation; to see their solicitor on a personal matter or in exceptional circumstances attend a religious festival (normally festivals occur outside working time).

21.3 The line manager in consultation as appropriate, has the discretion to authorise beyond one day per academic year per employee. In these circumstances it may be appropriate to contact HET HR for guidance.



22. Health and safety

- 22.1 HET have a duty to ensure the health, safety and welfare at work of all their employees. Employees also have a duty to take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. This includes taking extra care when travelling to and from the work in severe weather conditions.
- 22.2 HET will undertake regular risk assessments to ensure employees working in these conditions are properly instructed, provided with the appropriate clothing and equipment, and given adequate rest breaks.

23. Effect of Leave on Pensions

23.1 Superannuation – teachers

23.1.1 In accordance with the Teacher’s Superannuation Regulations:

- All absences where a teacher is entitled to a paid salary (e.g. periods of sickness, maternity and death of a relative) are pensionable and will count as pensionable service.
- Leave without pay does not count as pensionable service. This includes absences due to industrial action.

23.2 Employees subject to the Local Government Pension Scheme

23.2.1 Leave with pay counts as reckonable service.

23.2.2 Authorised unpaid leave of absences will continue to build up pensionable service for the first 30 days, but the employee and employer must pay the pension contributions that would have been paid had the employee been at work.

23.2.3 Leave that does not count as pensionable service may be included if the employee elects to pay the combined employee’s and employer’s superannuation contributions.

23.2.4 Absence from work for one or more whole days because of strike does not count as pensionable service. An employee can elect to buy back the pensionable service lost at a rate of 16% of the pay that they would have received had they been at work.

24. Other Types of Leave Requests

24.1 Please see HET’s policies for information relating to:

- Flexible Working
- Maternity
- Neonatal Leave
- Paternity
- Shared Parental Leave

24.2 Advice should be sought in the first instance from HET HR if a request is made that is included in this section of the guidance.



25. Retention and data protection

25.1 Through the application of this policy, HET may collect, process and store personal data in accordance with our data protection policy. HET will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Records will be kept in accordance with the HET Workforce Privacy Notice, the HET Record Retention Schedule and in line with the requirements of the Data Protection Legislation.

26. Review of policy

26.1 This policy will be reviewed annually by HET HR and any amendments will be shared with the recognised trade unions. HET HR will monitor the application and outcomes of this policy to ensure it is working effectively.

27. Associated Policies

- HET Data Protection Policy
- HET Disciplinary Policy
- HET Flexible Working Request Policy
- HET Grievance Policy
- HET Maternity Policy
- HET Neonatal Care Leave and Pay Policy
- HET Paternity Policy
- HET Shared Parental Leave Policy

28. Appendices

Appendix 1: REQUEST FOR LEAVE OF ABSENCE FORM

SECTION 1 – TO BE COMPLETED BY THE EMPLOYEE

NAME: _____ JOB TITLE: _____

I request leave of absence on the following date(s): _____

For the following reason: _____

(If there is insufficient space please continue on the reverse)

SIGNED: _____ DATE: _____

When this section has been completed the form should be given to the line manager. In the case of a School Leader the form should go to the Chair of the Local Governing Committee.

SECTION 2 – TO BE COMPLETED BY THE RELEVANT PERSON

(Please circle one of the following statements)

- i) This request for leave of absence is granted with pay
- ii) This request for leave of absence is granted without pay
- iii) This request for leave of absence has not been granted for the following reasons:

Number of days leave of absence already granted in the 12-month period _____

SIGNED: _____ DATE: _____

POST: _____

A copy of the completed form should be returned to the applicant.



Appendix 2: REQUEST FOR CARER'S LEAVE FORM

Please complete this form to request carer's leave, and return it to your line manager giving at least:

- 3 days' notice; or
- twice as many days' notice as the length of leave you are requesting (whichever is greater).

For example, if you are requesting four consecutive days' leave, you are required to give 8 days' notice.

Please refer to Section 8 of this policy for further information.

TO BE COMPLETED BY THE EMPLOYEE:

NAME: _____ **JOB TITLE:** _____

I request carer's leave on the following date(s) (please state each day and/or half day that you are requesting carer's leave):

Date(s) requested:	Half day or full day?

I confirm that the dependant is (please tick <u>one</u> option):	My spouse, civil partner, child or parent	
	A person who lives in the same household as me (but who is not a lodger, tenant, boarder or employee)	
	A person who reasonably relies on me to provide or arrange care	

I confirm that the dependant for whom I request carer's leave (please tick <u>one</u> option):	Has an illness or injury (physical or mental) that requires, or is likely to require, care for more than three months	
	Has a condition that amounts to a disability under the Equality Act 2010	
	Requires care for a reason connected with their old age.	

I confirm that I will be absent from work for the purpose of providing or arranging care for the dependant above.

Signed:	
Date:	

Once completed, this form should be given to the line manager. In the case of a School Leader, the form should go to Chair of the Governing Committee or HET Standards Officer.