



April 2016

Absence from Work Policy

Aims

To ensure continuity of education, care and effective management of the school whilst acknowledging the school's obligation to be a fair, just and understanding employer.

Rationale

The Governors are required to have a clear and consistent policy on requests for absence of staff not covered by statutory requirements and conditions of service.

Generally, staff should take leave outside of the school term and any absences should be agreed with the Headteacher.

Soudley School's Absence Policy is subject to the School Teachers' Pay and Conditions Document, the Gloucestershire School Personnel Handbook, and HR guidance relating to Maternity, Paternity and Adoption leave.

Guidelines

The Governors will generally pay due regard to the county guidelines for requests for absences during school time.

Compassionate Leave

(This leave relates to paid leave the cost of which the school has to bear. Obviously circumstances are different in each case and further unpaid leave may be granted.)

Dangerous illness or emergency including near or dependant relative	Not exceeding 5 days at a time
Death of a near relative*	Not exceeding 5* days at a time
In the case of Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law:	Not exceeding 3 days at full salary as reasonably required and depending on the distance to be travelled.

*A 'near relative' is: Mother, Father, Brother, Sister, Husband, Wife, Partner, Son, Daughter, Grandparent.

Other Absences

Wedding of Son, Daughter, Sister, Brother	Not exceeding 1 day at a time
Maternity Support Leave Available to Husband or nominated carer at or around the time of birth.	As current guidelines

Parental or dependency leave	1 day's paid leave to enable staff to make sensible alternative arrangements as soon as possible and for subsequent incidents. Not to exceed 2 periods of 1 day per annum. (More than two DAYS' per annum would be taken as unpaid leave.)
Removal of household effects	Not exceeding 1 day at a time
Graduation of a son or daughter (not exceeding 1 day at a time)	Not exceeding 1 day at a time
To seek another appointment (Teachers)	Not exceeding 2 days at a time
To seek another appointment (Support Staff)	Not exceeding 5 days per annum
Approved vocational examinations	Period of the examination
Approved vocational courses	Duration of course

Additionally

1. Governors and Heads may also authorise leave of absence with pay, up to a limit of two days per year, for an exceptional cause not mentioned in (a) above.
2. Applications for leave of absence for any cause not mentioned above should be made in writing via the Head Teacher to the Governing Body and, if granted, will be without salary unless otherwise determined.

Leave of absence

Leave of absence may be permissible where it is possible to engineer a straight swap of hours with another member of staff which will not leave school with less personnel or incur any extra cost to the school. Arrangements for one day or less must be cleared verbally with the Head Teacher.

Arrangements for more than one day must be made at least 2 weeks in advance to the head teacher convenience of the school.

Routine medical and dental appointments.

All staff should arrange routine medical and dental appointments outside of school hours as far as possible. Teaching staff may take time out of their PPA if they so choose (and make up hours in their own time) but should clear arrangement with the Head Teacher.

Emergency Appointments.

Emergency appointments, appointments with specialists, consultants etc may need to be taken within the school day and this is understood. For these appointments and for hospitalisation where the situation is known in advance, staff must inform the Head Teacher in writing and give the best possible indication of how long the absence may last so that alternative arrangements can be put in place for the benefit of the children. Where staff require absence of leave to take dependents to specialist appointments they should make up the hours where practicable.(Emergency appointments are an exception) Staff should not expect to take dependents to routine appointments e.g. dentist, in school hours.

Arrangements during leave of absence

Where requests for absence have been approved by the Head Teacher it is the responsibility of the member of staff concerned to enter the leave of absence in the school diary at the top of the relevant day(s) with times if appropriate and to inform other members of staff who may be affected including organising a swap of cover for playtime/assembly duties etc.

Absence through illness.

As outlined in the staff handbook staff who are ill and unable to attend work should contact and **speak** directly to the Head Teacher at their earliest opportunity but ideally the evening prior to absence or from 6.30 am on the day. If the Head Teacher is not available due to illness or other long-term reason, staff should contact the school secretary or senior leader who in turn should arrange suitable cover for the absent member of staff.

This policy was reviewed in January 2016 and, following a consultation period of 2 terms, was ratified in April 2016.