

Ormiston Academies Trust

## Flegg High Ormiston Academy

### Leave of Absence policy

#### Policy version control

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy type            | OAT Mandatory<br><i>The Trust will regularly monitor and review this policy to ensure that it is appropriate, effective, and compliant with both employment legislation and the Equality Act 2010.</i>                                                                                                                                                                                                                                                                                                            |
| Author                 | Daniele Brennan, Head of People Policy, Process and Systems, and Katie Jennings, Head of Employee Relations.                                                                                                                                                                                                                                                                                                                                                                                                      |
| In consultation with   | All unions represented at the JCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Approved by            | National Leadership group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Release date           | 1 December 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Review                 | Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force.<br><br>This policy has been implemented following consultation with the recognised trade unions. Subsequent changes will be subject to consultation.                                                                                                                                                                                                                                  |
| Description of changes | <p>July 2026</p> <ul style="list-style-type: none"> <li>Amendments to points 2.6 and 2.7, relating to pensionable absences</li> </ul> <p>February 2023</p> <ul style="list-style-type: none"> <li>Temporary adjustment made due to Covid 19, has now reverted to original compassionate leave of 3 paid days.</li> <li>Typographical errors corrected in section 3.3 point 3.3.1 inserted the words, may be granted.</li> <li>Introduction includes statement on People Strategy.</li> </ul> <p>February 2025</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>▪ Introduction of carers' leave, and parental bereavement leave as well as neo-natal leave.</li> <li>▪ Update of time off for volunteers of the HM Forces and expansion on dependent leave for clarity.</li> </ul> <p>November 2025</p> <ul style="list-style-type: none"> <li>▪ Clause 1 – additional wording to clarify that leave of absence entitlements may differ between staff, will be recorded on a rolling 12-month basis, and could lead to disciplinary action if abused, with the procedure being flexible and subject to change.</li> <li>▪ Clause 3.3 – additional wording related to medical appointments and supporting time off for blood donations.</li> <li>▪ Clause 10 – additional clause to address assisted conception which the policy does not currently cover.</li> <li>▪ Clause 11 – additional clause to address time off in relation to trade union activities.</li> </ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Contents

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| 1. Introduction.....                                                                     | 4  |
| 2. Procedure and Decision Making .....                                                   | 5  |
| 3. Discretionary Leave of Absence.....                                                   | 6  |
| 4. Medical appointments.....                                                             | 7  |
| 5. Attendance in court as a witness.....                                                 | 7  |
| 6. Leave of absence for religious observance.....                                        | 8  |
| 7. Statutory Leave of Absence for Public Duties .....                                    | 8  |
| 8. Jury Service.....                                                                     | 9  |
| 9. Time off for Volunteer Members of the H.M Forces .....                                | 9  |
| 10. Statutory Dependant Care Leave .....                                                 | 10 |
| 11. Parental Bereavement Leave .....                                                     | 10 |
| 12. Carers Leave .....                                                                   | 11 |
| 13. Neonatal Care Leave.....                                                             | 12 |
| 14. Assisted Conception .....                                                            | 13 |
| 15. Time off for trade union duties and activities.....                                  | 14 |
| 16. Time off for union representatives – duties.....                                     | 15 |
| 17. Time off for union members - activities and learning.....                            | 15 |
| 18. Time off for union learning representatives .....                                    | 16 |
| 19. Requesting time off - trade union representatives and learning representatives ..... | 16 |
| 20. Requesting time off - trade union members .....                                      | 16 |
| 21. Severe Weather and Disruptions to Public Transport.....                              | 16 |
| 22. Lateness .....                                                                       | 17 |
| 23. Absence .....                                                                        | 17 |
| 24. Childcare provision (school or nursery) closures.....                                | 17 |
| 25. School closure.....                                                                  | 17 |
| 26. Leaving work early.....                                                              | 18 |
| 27. Health and safety.....                                                               | 18 |

## 1. Introduction

- 1.1. We recognise that sometimes there are events that mean employees need to take time off work, sometimes planned and sometimes unavoidable. This policy is intended to support employees when these circumstances arise. The entitlements for leave of absence according to circumstances are detailed within this policy.
- 1.2. This policy sets out Leave of Absence provisions to make sure requests are dealt with in a fair, equitable and consistent way. Wherever possible, leave will be granted, but there may be times when the organisation/Principal/line manager must refuse a request for leave due to the operational needs of the organisation/academy and students.
- 1.3. The examples of discretionary leave given are non-exhaustive and where circumstances arise which are not identified in this policy, the relevant Principal/line manager has the authority to make the decision on whether leave is granted, and whether it is with or without pay.
- 1.4. Leave amounts differ because teachers' contracts, like the Burgundy Book, assume leave is taken during school holidays, while support staff may have 52-week contracts with a set number of annual leave days, or term-time-only contracts where holiday pay is included in annual salary.
- 1.5. All periods of leave of absence will be recorded and considered on a rolling 12-month basis.
- 1.6. 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, following appropriate consultation with recognised trade unions where required.
- 1.7. This policy also sets out what the employee should do in the event that they need to request discretionary leave of absence.
- 1.8. Employees may also be entitled to access other types of statutory leave. Please refer to Section 8 below for further information.
- 1.9. The school/academy/trust expects all employees to use provisions for time off responsibly. Where concerns arise about potential misuse, these will be addressed in line with the school/academy/trust's disciplinary procedure.

This policy does not cover leave which is included in the policies and procedures listed below:

- Annual leave
- Maternity/Paternity/Parental/adoption leave
- Sickness absence
- Redundancy
- Training and Study leave including time for exams
- Trade Union and Facilities time
- Undertaking duties as an examiner/assessor

## 2. Procedure and Decision Making

- 2.1. Except in emergencies, authorisation to take leave of absence must be requested from the relevant Principal/line manager using Every. Where the leave of absence request is made by the Principal, the request should be made to the Education Director.
- 2.2. Requests for leave of absence and approval/refusal of such will be dealt with in a transparent, fair and consistent manner, having regard to the nature of the request, statutory obligations, pupil/student educational provision, service needs, eligibility, any previous requests and the degree of flexibility that you already have in your current working arrangements. Non-emergency leave of absence must not be taken until it has been approved on Every.
- 2.3. Where an emergency arises, employees must notify their Line Manager by telephone and confirm in writing (email is acceptable), as soon as it is reasonably practicable, giving the reason for the absence and how long they expect to be absent from work to deal personally with the emergency. Requests for leave of absence and approval/refusal of such will be dealt with in a transparent and objective manner. The Line Manager will then discuss the situation with them and agree on the next steps.
- 2.4. Where a leave of absence request is refused and if you are dissatisfied with the decision, you may appeal against the leave of absence decision. If this doesn't resolve the issue, you may make a complaint under our Grievance Procedure.
- 2.5. A confidential record of requests for leave of absence and whether the request was granted will be retained in line with the GDPR policy.
- 2.6. For Pensionable Pay, pension treatment will depend on the type and duration of leave and the employee's pension scheme. For support staff who are members of the Local Government Pension Scheme (LGPS), authorised unpaid absences of less than 15 days will be treated as pensionable, with both employee and employer pension contributions payable as if the employee were at work.
- 2.7. Unpaid absences of 15 days or more may result in a break in pensionable service unless the employee elects to cover the absence in accordance with LGPS provisions. Employees should contact payroll or their pension provider for further guidance. Teachers should refer to Teachers' Pension Scheme (TPS) rules.

### 3. Discretionary Leave of Absence

#### 3.1. Examples of discretionary leave of absence granted with pay:

| Summary non-exhaustive examples of leave                                                                                                                                                                                                                                       | Days in a 12-month period.                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <i>Compassionate leave</i><br>illness or injury of a significant other person giving rise to serious domestic difficulties.                                                                                                                                                    | Period reasonably necessary but not normally more than 3 days.                 |
| <i>Bereavement leave</i><br>death (including funeral) of a significant other person.                                                                                                                                                                                           | The period is reasonably necessary but not normally more than 5 paid days.     |
| <i>Moving house</i><br>where it cannot be arranged for a non-working day.                                                                                                                                                                                                      | 1 day.                                                                         |
| <i>Personal events or emergencies</i><br>ie. an event which, if response were to be delayed, would result in significant personal loss to the employee such as fire or flood.                                                                                                  | 1 day.                                                                         |
| <i>Accepted impossible travel</i><br>because of severe weather, where instructions not to travel have been issued by a governmental body or an emergency management agency, or where Principal/line manager has made the decision to close the academy or other public crisis. | Period reasonably necessary but not normally more than 2 days.                 |
| <i>Interviews</i><br>for jobs in the education service                                                                                                                                                                                                                         | Period reasonably necessary but not normally more than 3 interviews/occasions. |
| <i>Dependent care leave</i><br>employees may only take paid time off to provide personal care for a dependent where there is an immediate crisis.<br><br>Employees can also access unpaid statutory dependent care leave see Section 10.                                       | In normal circumstances not more than [1day] on each occasion. Up to 3 days.   |

*Please see Appendix 1 for how to log/request absence via Every.*

#### 3.2. Examples of discretionary leave that may be granted without pay:

| Summary non-exhaustive examples of absence                                                                                                                                                                                              | Days in a 12-month period.                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Any personal reason other than those above which it was not possible to schedule for a non-working day or time or within school holidays e.g. dentist, optician, medical appointment, driving test, important one-off family occasions. | Maximum of 3 days.                                                                                                                                                                                                                                        |
| Attendance as witness either on subpoena or other direction from a court or at the direction of the police, or voluntary attendance at an inquest as witness not representing the school.                                               | Period of attendance necessary.                                                                                                                                                                                                                           |
| Leave of absence for religious observance.                                                                                                                                                                                              | What's considered reasonable depends on the specific situation, including business needs and the nature of the request. Each request shall be dealt with on a case-by-case basis, and advice can be sought from your appropriate Regional People Partner. |

## 4. Medical appointments

- 4.1. Where possible medical appointments should be organised outside of the working day or at the beginning or end of the day to minimise disruption. For medical appointments that cannot be arranged outside of normal working hours, upon production of a medical appointment letter/card, paid leave can be granted. This does not apply to appointments associated with non-essential surgery.
- 4.2. All employees are encouraged to attend medical appointments for preventative screening, such as smear tests, mammograms, and prostate examinations. These appointments are covered by this policy.
- 4.3. 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 and may be granted as paid leave.
- 4.4. Requests for time off for medical appointments in relation to adoption, pregnancy or a disability will be considered under the appropriate family policy. You can find these policies on OATnet via search, and also within the [Policy Library on OATnet](#).

## 5. Attendance in court as a witness

- 5.1. Employees who are required or summonsed to attend a Court including an Employment Tribunal, as a witness (and they are not representing the Academy), on production of proof of required attendance, must request leave from the Principal/line manager using Every and will be granted unpaid leave to

attend.

- 5.2. Any employee who wishes to attend Court as a witness on a voluntary basis should request leave of absence from the Principal/line manager as soon as the need for the leave is known using Every and a decision will be made on a case-by-case basis. Advice for claiming expenses can be found on [www.Gov.uk/goingtocourtvictim-witness/expenses](http://www.Gov.uk/goingtocourtvictim-witness/expenses).

## 6. Leave of absence for religious observance

- 6.1. Employees may request unpaid time off work to attend religious festivals/ pilgrimages. Requests for time off will be considered sympathetically and, on a case-by-case basis, considering the needs of the Trust/Academy and pupils. Employees should request time off at the beginning of the academy year, if possible, otherwise as soon as possible, so that plans for covering their absence can be made in good time.

## 7. Statutory Leave of Absence for Public Duties

- 7.1. Employees are entitled to a reasonable amount of unpaid time off work by law to carry out certain public duties. Public duties include service as a:

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

- 7.2. As soon as an employee is aware that they will require time off for performance of a public service, they should request leave of absence from their line manager/Principal using Every.

- 7.3. The Academy / Central Team Manager will agree to requests for paid time off to undertake public duties wherever reasonably possible, having regard to the criteria set out in this policy.

- 7.4. Each request for time off will be considered in relation to the specific circumstances in which it is made, with the aim of supporting employees wherever possible, 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 employees' absence will affect the Academy.

## 8. Jury Service

- 8.1. Employees must inform their Line Manager/Principal as soon as they are summonsed for jury service and provide a copy of the Jury Service Summons and the accompanying Loss of Earnings form.
- 8.2. Where, in our view, the release of an employee for jury service raises significant teaching or operational problems, assistance will be provided to the employee to appeal to the court to re-arrange or cancel the dates of service.
- 8.3. Employees attending Jury Service are usually able to claim compensation from the court for loss of earnings. The Academy/ Central Team will make up the Loss of Earnings allowances to the normal level of pay. The Academy/ Central Team must complete the Loss of Earnings form, and the employee must give the completed form to the Clerk of the Court on the first day of Jury Service.
- 8.4. Upon completion of Jury Service, the Court will pay an employee for travel, subsistence and Loss of Earnings and provide remittance advice. This advice must be forwarded to the Office Manager/Finance office within 3 days of the employee's return to work.
- 8.5. The employee's salary will be reduced by the "Juror's Loss" paid by the Court. Pension contributions are not affected. An employee cannot be paid twice by the Court and the Trust/Academy for the same days.
- 8.6. Where jury service lasts for less than half a day, employees must return to work for the remainder of the day wherever practicable. Employees must keep their line manager regularly informed about how long they are likely to be away from work.
- 8.7. Employees are protected from being subjected to a detriment or being dismissed, as a result of being summoned to attend for service as a juror or being absent from work on jury service.

## 9. Time off for Volunteer Members of the H.M Forces

- 9.1. We 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.
- 9.2. Volunteer members of HM Forces will be granted up to two weeks' unpaid leave of absence in any academic year to attend summer camp where this cannot be arranged during a school closure period.
- 9.3. If volunteers are mobilised the law protects employment and requires reinstatement on return from mobilised service.
- 9.4. Employees who need time off for reservist commitments are expected to use existing holiday entitlement. Where this is not possible, we may grant additional leave (either paid or unpaid) for these commitments to be met.
- 9.5. Whilst we will do everything possible to meet a request for leave, it may not always be possible for operational reasons. If we receive notice that an employee has been called up there may be occasions when we need to apply to an adjudication officer for the notice to be deferred or revoked if an absence would cause serious harm to the School/Academy/Trust (which could not be prevented by the grant of

financial assistance).

- 9.6. Once military service has ended, employees may submit a written application for reinstatement to employment. This should be made by the third Monday following the end of military service, and it should notify us of the date on which the employee will be available to restart work.
- 9.7. If it is not reasonable and practicable to reinstate an employee into their former employment, we will offer them the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.

## 10. Statutory Dependant Care Leave

- 10.1 The law recognises and we respect that employees have a right to take a reasonable amount of time off work when it is necessary to respond to an unforeseen emergency/event involving a dependant, or the unexpected breakdown of care arrangements.
- 10.2 Employees have a right to take a reasonable amount of unpaid time off work when it is necessary 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)
- 10.3 A *dependant* for the purposes of the above paragraph is:
- An employee's spouse, civil partner, parent or child
  - A person who lives in the same household as an 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 the above.
- 10.4 Employees are only entitled to take reasonable time off under this policy where there is an immediate crisis, and it is necessary to act in relation to a dependent. This will depend on the nature of the problem, the closeness of the relationship between them, and whether someone else is available to assist. Reasonable time off will not normally be more than one day and in some cases, it will be less than a day. However, we will always consider each set of circumstances based on their facts.
- 10.5 If you know well in advance that a problem might arise or you wish to take time off to care for a dependant yourself, rather than make alternative arrangements, this policy will not apply. You should make other arrangements to deal with such situations.

## 11. Parental Bereavement Leave

- 11.1 All employees are entitled to 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. All leave is on full pay regardless of length of service and/or earnings.

- 11.2 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.
- 11.3 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 the leave. You must notify your line manager before you are due to start work on the first day of the week or weeks you want to take off work.
- 11.4 Any parental bereavement leave taken after the initial period will be subject to at least 1 weeks' notice to the employer.
- 11.5 Employees remain entitled to full maternity leave and pay even if their child has sadly died or been stillborn. In these circumstances, maternity leave can be taken in addition to parental bereavement leave.
- 11.6 We understand that experiencing a bereavement or stillbirth is an incredibly difficult time, and we want to support you as best we can. If you need to cancel planned leave due to these circumstances, please let your line manager/Principal know as soon as you're able to. If your leave is due to start 9 weeks or later after the death or stillbirth, you must let your line manager know no later than one week before the start of the planned leave. If you choose to cancel your leave, you are welcome to rebook it at a later time. Just ensure you give your line manager the appropriate notice in line with our leave policy.

## 12. Carers Leave

- 12.1 Employees have a statutory right to take one week of unpaid leave in any rolling 12-month period to provide or arrange care for a dependent with a long-term need. This applies from the commencement of employment with the trust.
- 12.2 All other benefits will remain in place. For example, holiday entitlement continues to accrue, and pension contributions will continue to be paid.
- 12.3 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
- 12.4 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

- Anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in paragraph 10
- 12.5 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.
- 12.6 Employees must give notice that is either twice the length of the leave requested or at least 3 days, whichever is longer.
- 12.7 The trust will postpone carer's leave if the running of the trust is unduly disrupted by the absence. However, employees will be permitted to take the requested amount of leave within one month of the original request.
- 12.8 If leave is postponed, this will be confirmed in writing within seven days of the request in a written counternotice. This will explain the reason for the postponement and the revised dates that Carer's Leave can be taken.

## 13. Neonatal Care Leave

- 13.1 Neonatal Care Leave supports parents of babies who require neonatal care for at least seven consecutive days before the baby reaches 28 days of life. All employees can apply for neonatal leave from the first day of employment.
- 13.2 Employees are entitled to this leave if the baby is admitted to neonatal care within 28 days of birth, and/or the neonatal care lasts for a period of at least 7 full consecutive days.
- 13.3 Employees may be eligible for neonatal pay if they have 26 weeks' continuous service on the date the child is first admitted to the neonatal unit. If not, they still have a day-1 right to neonatal care leave.
- 13.4 Neonatal care leave is in addition to maternity, paternity, and adoption leave. If an employee is already on such leave, neonatal care leave must be taken after the existing leave ends.
- 13.5 If an employee is taking shared parental leave (SPL) or statutory paternity leave, they can take Neonatal Care Pay and Leave either:
  - Before they start statutory paternity leave or SPL
  - Between blocks of SPL booked before the baby started neonatal care (including if the SPL is for another child)
- 13.6 While taking neonatal care leave, employees are entitled to:
  - Return to the same job or, if not reasonably practicable, a suitable alternative
  - Protection from dismissal or detriment due to taking or seeking to take NCL
  - Continue accruing benefits such as pay rises and holiday entitlement during NCL
- 13.7 Neonatal care is defined under legislation as:

- Medical care in a hospital
  - Medical care received in any other place after discharge from hospital
  - Care under the direction of a consultant, including ongoing monitoring by healthcare professionals
  - Palliative or end-of-life care
- 13.8 Eligible employees can take one week's leave for each week the baby receives neonatal care without interruption, capped at 12 weeks.
- 13.9 NCL cannot be claimed twice by the same employee in respect of multiple births where babies are receiving care at the same time. The maximum entitlement remains 12 weeks.
- 13.10 Separate claims can be made if babies receive care at different times.
- 13.11 NCL must be taken within 68 weeks of the baby's birth (or placement/entry into Great Britain for adoption cases).
- 13.12 Notice requirements differ depending on whether leave is taken in the 'tier 1' or 'tier 2' period:
- Tier 1: During neonatal care or the week following. Flexible notice applies; it can be given verbally or electronically by the time the employee is due to start work on the first day of leave.
  - Tier 2: Outside the tier 1 period. Employees must give 15 days' notice for one week's leave, or 28 days' notice for two or more weeks. Leave can only be taken consecutively.
- 13.13 To be eligible for Statutory Neonatal Care Pay, employees must meet the minimum earnings threshold and have 26 weeks' continuous service by the end of the relevant week (15th week before expected childbirth or week of adoption match).
- 13.14 Employees taking NCL have similar protections to those on other family leave, including the right to return to their role, enhanced redundancy protection, and protection against dismissal or detriment.

## 14. Assisted Conception

- 14.1 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 the principal/ line manager their treatment plan and requirements for time off. Whether it is you, your partner or a surrogate undergoing treatment, we will consider ways to support you to attend appointments to undergo treatment or to support, in the same way as any other medical appointments.
- 14.2 Whilst we 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.
- 14.3 We recognise that such treatment can be physically, emotionally, and financially stressful and encourage you to discuss these matters and be as open as possible so that appropriate support can be offered to you in the workplace, whilst you are 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. All discussions will be treated sensitively and with strict

confidence.

14.4 For those receiving treatment we can grant paid leave to:

- Attend the required number of appointments in any 12-month period. This leave can be taken in full days or half days.
- If you need any additional time over what has been provided, this may be granted as unpaid leave. It is therefore important to discuss your treatment plan with the Principal /line manager. Any additional time, either paid or unpaid, will be at our discretion.

Or

- The school/academy/trust will consider these cases based on individual circumstances.
- Where an employee is not undergoing treatment themselves, but supporting someone receiving treatment, either their partner or surrogate, paid leave can be considered to attend appointments.

Or

- The school/academy/trust will consider these cases based on individual circumstances.

14.5 Wherever possible, appointments should be arranged outside of normal working hours. Specifically, where appointments relate to investigations or testing. However, we recognise this may not always be possible. You may be asked to provide details of your appointments, as you would with any medical appointment.

14.6 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.

14.7 If treatment is successful, you will be considered pregnant from the point of implantation. At that stage, we encourage you to refer to the maternity policy within the family policies document for guidance and support.

14.8 For further support or information, please contact your Regional People Partner.

## 15. Time off for trade union duties and activities

15.1 The school/academy/trust wishes to support employees with time off for trade union activities.

15.2 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.

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

- 15.4 Union members have a right to reasonable unpaid time off when taking part in trade union activities.
- 15.5 Employees should be aware that there may be occasions when, due to operational requirements or where the school/academy/trust considers the request to be unreasonable, time off cannot be granted. Each application will be considered in relation to the circumstances of the request, taking into account the needs of the school/academy/trust at the time and giving thoughtful consideration to the following factors:
- The nature and timing of the request.
  - The amount of time off previously granted or planned for the future.
  - The number of representatives or members seeking time off within a given period; and
  - The legitimate need for the union representative or union learning representative to discharge their functions.
- 15.6 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 school's/academy's/trust's grievance procedure.

## 16. Time off for union representatives – duties

- 16.1 Employees who are representatives of an independent trade union recognised by the school/academy/trust for collective bargaining are permitted reasonable paid time off to 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. Time off for union members - activities and learning

- 17.1 Employees who are a member of an independent trade union recognised by the school/academy/trust in relation to their position are 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.

## 18. Time off for union learning representatives

- 18.1 Employees who are members of an independent trade union recognised by the school/academy/trust can take reasonable time off to perform duties as a union learning representative, providing that the union has given the school/academy/trust 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.

## 19. Requesting time off - trade union representatives and learning representatives

- 19.1 Employees who are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the school/academy/trust.
- 19.2 The principal/line manager/another will meet with the employees to discuss their union role and the amount of time and facilities that the school/academy/trust believes to be reasonable to enable the employee to carry out their union duties.
- 19.3 When making a request for time off, employees should provide as much notice as possible and give further details, such as the location, timing, duration and purpose of the time off. The principal/line manager/another will look at each request and the circumstances before deciding what is reasonable.
- 19.4 Both parties accept the need to be flexible within this process and recognise their duties and obligations to the school/academy/trust. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and learning at the school/academy/trust. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times

## 20. Requesting time off - trade union members

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

## 21. Severe Weather and Disruptions to Public Transport

- 21.1 The school/academy/trust 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 your normal mode of transport cannot be used to get to work, you should explore alternative means of safe transport.

- 21.2 Although the school/academy/trust expect employees to make a reasonable effort to attend work in all circumstances, it is not our intention for employees to put themselves at unnecessary risk. However, at the same time we must also ensure that any disruption remains minimal.

## 22. Lateness

- 22.1 If you realise that, due to severe weather conditions or disruptions to public transport, you are likely to be late for work, you must telephone your relevant point of contact as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.
- 22.2 If the lateness amounts to half your normal working day or more, the arrangements set out below in relation to absence will apply.

## 23. Absence

- 23.1 Where the line manager/principal/another is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be paid your normal pay for the day.

Or;

- 23.2 Where the line manager/principal/another is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be required, if possible, to work remotely until the situation has improved.
- 23.3 We understand that remote work cannot always be accommodated. If this is the situation, please discuss it with your line manager/ head teacher in the first instance to see what other solutions can be sought.
- 23.4 The decision to grant paid or unpaid leave will be made on a case-by-case basis, in consultation with your principal, line manager, or another relevant leader. For further support or guidance, please contact your Regional People Partner.

## 24. Childcare provision (school or nursery) closures

- 24.1 Where schools or nurseries close due to bad weather or public transport and you are unexpectedly required to provide or arrange care for a dependant, the Dependants (time off for) section will apply.

## 25. School closure

- 25.1 The principal/manager/another may decide to temporarily close the school/academy/trust in extreme cases of bad weather or disruptions to public transport. If this is necessary, we will inform you as soon as possible. You will be required to work remotely where it is possible to accommodate a remote working arrangement. You will be paid your normal pay during the period of closure.

## 26. Leaving work early

- 26.1. The principal/manager/another will decide on a case-by-case basis if, due to severe weather conditions or disruptions to public transport, it is appropriate for you to leave work early, considering your individual circumstances (for example, where you live and your mode of transport) and the needs of the organisation. In such cases you will be paid your normal pay.
- 26.2. If you leave work early, you may be required to work remotely where this is possible.

## 27. Health and safety

- 27.1. We have a duty to ensure the health, safety and welfare at work of all our employees. You also have a duty to take reasonable care of your own health and safety and that of any other person who may be affected by your actions or omissions. This includes taking extra care when travelling to and from work in severe weather conditions.
- 27.2. The school/academy/trust 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.

## 28. Appendix 1

The following reasons for Leave of Absence are available on Every and correspond with the options that exist on Arbor.

Please note: For moving house, graduation, or a family event, employees must select “Paid Authorised Absence/Unpaid Authorised Absence” (for details of pay entitlement please see section 3). “School trip” is not an option in Arbor - therefore the correct category to select is “School Activity”.

- Unpaid authorised absence
- Bereavement / Compassionate Leave
- Exceptional circumstances/ school is closed
- Hospital Appointment
- Interview
- Medical Appointment
- Meeting
- Paid authorised Absence
- Pregnancy-related Absence
- Public Duties (Paid Absence)
- Religious Observance
- School Activity
- Strike
- Time Off for Dependent (Paid)
- Time Off for Dependent (Unpaid)
- Training

- Unauthorised Absence