CHILTERN LEARNING TRUST

LEAVE OF ABSENCE POLICY

2025/26

Date Reviewed	Body	Review Date
Autumn Term 2025	Board of Trustees	Autumn Term 2026

December 2025

1. Introduction

1.1 This procedure details how leave of absence should be requested, what leave is available and a helpful chart is provided at page 11 setting out which leave is paid and which is unpaid. All requests for leave will be carefully considered with the effective delivery of education to pupils balanced with the individual needs of school employees.

1.2 All employees, regardless of length of service and hours worked, have the right to take reasonable time off to deal with unexpected problems. The purpose of these guidelines is to promote a consistent and reasonable approach throughout Chiltern Learning Trust. These guidelines apply to both teachers and school support staff, unless indicated otherwise.

1.3 The guidelines are by no means exhaustive and careful consideration will be given to respond fairly and sympathetically to each request, whilst recognising the individual circumstances and any cultural differences which may exist. The demands of the school and employee availability have also to be balanced against employee requests.

1.4 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 staff and, in particular, the need for arrangements to be made to cover such absences. An employee's attendance and disciplinary record may also be taken in to consideration where appropriate. Overall, any leave of absence granted has to be balanced with the main objective of educating children.

1.5 All periods of leave of absence will be recorded starting from 1 September annually. Any employee who is suspected to have abused the provision for time off may be subject to disciplinary proceedings in line with the Trust's Disciplinary Policy. Monitoring of leave approved (paid and unpaid) and not approved will be undertaken to ensure the policy is being applied consistently by the Trust. If leave of absence with pay is not granted, this does not give automatic right to have unpaid leave.

2. Procedure and Decision Making

2.1 All employees will be required to follow Chiltern Learning Trust's procedure for requesting leave of absence and for reporting absence. Authorised paid and unpaid absence from work for the reasons given in this policy requires prior approval unless in exceptional circumstances where this has not been possible.

2.2 Requests for paid or unpaid leave of absence must be made in writing to the Headteacher with full reasons given for the request along with supporting evidence (where appropriate). Requests by the Headteacher should go to the Chief Executive Officer (CEO). Requests by members of the Central Team should be made to the appropriate Director.

2.3 The request should be made as soon as it is known that it will be required, and in any case not less than one full week in advance of the proposed absence, except in exceptional circumstances such as the death or sudden illness of a family member.

2.4 Where an unexpected emergency arises, you must notify either your Headteacher (or immediate line manager if a member of the Trust Central Team) by telephone as soon as is reasonably practicable, giving the reason for the absence and how long you expect to be absent from work to deal personally with the emergency which cannot be dealt with by anyone else.

2.5 An employee who wishes to appeal the decision of their Headteacher may write to the Chief Executive stating the reason for their appeal and enclosing a copy of the Request for Leave of Absence Form together with their Headteachers reason. The Chief Executive or Deputy Chief Executive or Trust HR Manager will meet with the employee before making their decision which will be final. Employees are prohibited from making a complaint under the Grievance Policy if their appeal is unsuccessful.

3. Dependants (Time off for)

3.1 We recognise and respect that there will be occasions when you will need to take time off work to deal with unexpected events involving one of your dependents. All employees have the right to take a reasonable amount of time off work when, for example, 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;
- 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).

3.2 A dependant, for the purpose 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 paragraph 3.1.

3.3 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 dependant. This will depend on the nature of the problem, the closeness of the relationship between the employee and the dependant, and whether someone else is available to assist.

3.4 Reasonable time off will not normally be more than one day per academic year and will be paid. Greater time off than one day is unlikely to be paid. However, each absent request will always be considered on the circumstances and the provisions of the Equality Act 2010 by the Headteacher or their nominated representative.

3.5 What is "reasonable" will vary according to each case and each set of circumstances. However, it is expected that in most circumstances it will only be necessary for the employee to have the first day off to deal with the emergency. Where the number of occasions of urgent family leave absences taken by one employee is affecting the employees' work or is impacting on the business needs of the school, the school should bring this to the employee's attention.

3.6 If you know well in advance that a problem might arise or you wish to take time off to care for a dependent yourself, rather than make alternative arrangements, this policy will not apply. You should make other arrangements to deal with such situations or consider options such as applying for flexible working (See Flexible Working Policy). You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell your Headteacher:

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

Employees should note the provisions of paragraph 1.4 and that repeated time off or multiple requests for time off will be considered before any decision is made.

4. Bereavement and Compassionate Leave

4.1 At the discretion of the Headteacher, an employee may be granted up to five days paid leave of absence, in the first instance, in an academic year to help employees cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

4.2 This will include:

- in the case of an employee needing to care for a chronically sick or terminally ill dependent. A dependent for the purposes of this policy is defined as the husband, wife or partner, child or parent of the employee. It also includes someone who lives in the same household as a member of the family (excluding paying lodgers). Consideration will be given to the effect on the family of not granting the leave and the difficulties this would create for the individual.
- in the case of the death of the wife, husband, partner, child, father, mother, brother, sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or of a person who stands in loco parentis to that member of staff or vice versa, or of any other relative or person if normally resident with the member of staff, or for attendance at a funeral in a representative capacity;

4.3 Where a family funeral or attending to a sick relative is taking place abroad, the employee must ensure that compassionate leave has been granted, before leaving the country. An employee may be requested to provide documentary evidence such as flight booking details or medical evidence on their return to school. If insufficient evidence is supplied to the school, the Headteacher may take the decision to not pay the employee during their absence, and in more serious cases take disciplinary action against the employee.

4.4 At the discretion of the Headteacher there may be other circumstances, not covered in this policy, which could be considered for compassionate leave. Any extension or further occasion in excess of the five days may be granted at the discretion of the Headteacher, but will normally be unpaid.

5. Carer's Leave

5.1 Eligible employees are entitled to up to one week's unpaid leave within any twelve-month period. One week refers to the employee's normal working week. The leave may be taken flexibly, including as individual or half days. The rolling twelve-month period ends on the last day of the carer's leave that the employee has requested. The amount of carer's leave is determined per employee, not per dependent.

5.2 Carer's leave must be taken for the purpose of providing or arranging care for a dependent with a long-term care need. A dependent includes the employee' spouse, civil partner, child or parent, any person who lives in the same household as the employee (other than as a lodger) or any other person who would reasonably rely on the employee to provide or arrange care.

5.3 To have a long-term care need, the dependent must:

- have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months;
- have a condition that amounts to a disability under the Equality Act 2010, or
- require care for a reason connected with their old age

This means that an employee is not eligible to take carer's leave to cover general childcare responsibilities, unless the child has a long-term care need.

5.4 Wherever possible, employees should give notice of the leave required to the Headteacher (or Director if a member of the central team) that is either at least twice the length of leave being requested, or, three days' notice, whichever is the longer. Headteachers may use their discretion in exceptional circumstances to waive this requirement.

5.5 Employees are not required to provide evidence to support the request for carer's leave or to evidence the health of the dependent or the caring activity to be undertaken, however they may advise the Trust of this should they wish to do so. The request (notice) should, however, specify that the employee is entitled to take carer's leave and the period that the employee is requesting to take as carer's leave.

5.6 Except where the employee has exhausted their entitlement for the relevant period, the Trust will endeavour to grant requests for carer's leave for the period requested. Where the school reasonably considers that its operations would be unduly disrupted, the headteacher may postpone an employee's carer's leave. However, the employee will be allowed to take the requested carer's leave within one month of their original request. To postpone the leave period, the school must confirm this in writing within seven days of the request, explaining the reason for the postponement and the revised dates on which the employee may take the leave.

6. Parental Bereavement Leave

6.1 Employees are entitled to two weeks paid leave on the death of a child under the age of 18 or if they have suffered a stillbirth 24 weeks or more into pregnancy.

6.2 This entitlement also applies to employees with parental responsibilities for children who are not their birth children, i.e. for adoptive parents, those who are fostering to adopt, legal guardians and most foster parents (except those who are in short-term fostering arrangements).

6.3 The leave can be taken as a single block of two weeks, or two separate blocks of one week at different times. It cannot be taken as individual days.

6.4 The leave can be taken at any time up to 56 weeks from the date of the death of the child. This timescale is intended to allow an employee to take leave at the first anniversary of the child's death where they wish to do so). It also allows bereavement leave to be added onto the end of a 52-week maternity leave in the case of a stillbirth.

6.5 This leave can be taken straight away after the death of the child and parents will not, but within the first eight weeks, have to give notice to take the leave. However, an employee will need to inform the Trust of the reason for their absence, when their child died, and when they want the leave to start, and how much time they want to take off (i.e. one or two weeks).

6.6 If this leave is not taken straight away, within the first eight weeks, (or all of it is not taken straight away) then the employee will be required to submit a leave of absence request form to give the Trust/school one week's notice of their intention to take the leave.

7. Funerals

7.1 Leave with pay will be granted to attend the funeral of a close relative as defined in point 4.2. Leave without pay may be granted to attend a funeral of someone else. Leave with pay will be granted if attending a funeral as a representative of the school or Trust.

8. Medical and Dental Appointments

8.1 It is expected that dental and medical appointments will be made out of school hours wherever possible. It is recognised that in some circumstances, such as an appointment being expected from a hospital, that this may not be possible. However, appointments in work time should be kept to a minimum and cause as little disruption as possible.

8.2 In any event, prior approval to attend an appointment will need to be sought and agreed. Upon production of an appropriate medical appointment letter/card; up to half a day paid leave may be granted to attend an appointment where it has been proved impractical to attend outside normal working hours per academic year. Any further appointments that are authorised, will be unpaid.

9. Domestic, Personal and Family Reasons

9.1 The Headteacher will consider each set of circumstances, 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. Consideration will be given with regards to the number of requests already made by that employee that have already been granted in the academic year. There is no entitlement to leave for this purpose.

9.2 Normally only the first day (or pro rata equivalent) requested for time off for domestic, personal and family reasons would be with pay each academic year but any extra could be paid at the discretion of the Headteacher. It will not normally be possible for employees to make up the time taken. Examples of leave covered under this category are:

a) Moving house

Employees should normally make arrangements for moving house outside normal working days.

b) Wedding or civil partnership ceremony

Employees should make their own wedding/civil partnership arrangements outside normal working days. Unpaid leave for a maximum of one day may be granted by the Headteacher to enable employees to attend a close relative's or close friend's wedding or civil partnership ceremony where this is held during normal working hours.

c) Other special events

The Trust 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 days. The Headteacher will consider requests for time off for these purposes and any such leave agreed will be at the discretion of the Headteacher and will depend on the circumstances and the amount of paid leave already taken under this policy in the year.

d) Urgent domestic business

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

e) Sport Representative

If an employee is representing his/her county, region or country in a sporting event in an amateur capacity, at the discretion of the Headteacher, will be granted two days paid leave in the case of county representation, three days for regional representation (ten days in the case of winter sports). Where national representation in Commonwealth, European or Olympic Games is concerned, or in the case of British Lion Tours, the Headteacher will need to consider each case on an individual basis. Leave is not normally granted for an employee to take part in sporting events on a professional basis.

f) Attendance at Court – Witness

An employee must be granted paid leave of absence for attendance at court or at an inquest as a witness, a juror or for compulsory legal business directly connected with school duties.

If the employee has been called as a witness on private business at a crown court or a magistrate's court, he/she should claim loss of earnings from the court and inform the Director of Finance afterwards so that the appropriate deduction can be taken from their salary.

g) Other personal or family reasons

Special absence for other personal or family reasons, e.g. to visit relatives who live abroad or to nurse a sick person may also be considered in exceptional circumstances and with documentary evidence being provided. This will only apply to employees who have a minimum of one year's continuous service at the date of commencement of the leave request. A holiday will not be considered as an exceptional circumstance and will not be granted. 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. Any leave granted will be unpaid.

10. Extended Leave

10.1 Extended leave would only apply to employees with at least one year's continuous service at the time of the request. Any extended leave including participation in a recognised religious event e.g. Hajj, should only be taken by prior agreement of the Headteacher. Except in cases of emergency, or in exceptional circumstances, requests for extended leave should be made in writing at least six months prior to the date of commencement of such leave.

10.2 It is anticipated that the larger portion of extended leave would be taken during school closure. Where appropriate (i.e. whole year) employees should take at least three weeks from their annual leave entitlement (it should be noted that some employees will have annual leave entitlement in excess of four weeks) and the remainder may be given as unpaid leave. Such members of staff may be able, with the prior written agreement of the governing body, to "bank" annual leave or from their previous annual leave year for this purpose only. It will not normally be possible for employees to make up the time taken.

10.3 Extended leave agreed for teachers or other term time employees will be unpaid. It will not normally be possible for employees to make up the time taken. Extended leave, in normal circumstances, should only be allowed once in every three-year period, although more frequent extended leave may be permissible in very special circumstances.

10.4 Should a request to attend a religious event be granted, employees are expected to plan to return to school as soon as possible once the event has taken place.

10.5 If an employee who has taken extended leave is delayed in the country they have visited for any reason, e.g. strikes (in either country), mechanical faults in transport, sickness etc., they are required to maintain strong communication with the school. This must be undertaken by the employee only. This pThe employee must speak directly with the Headteacher. If the Head teacher is unavailable, then the employee must leave contact details for the Headteacher to contact them on. The employee will be expected to provide the Headteacher with details of why they are delayed, what the employee is doing to return to work and when they expect to return to work. The Headteacher may request documentary evidence which should be provided without delay.

11. Religious Observance

11.1 Under the Employment Equality (Religious Belief) Regulations 2003 it is unlawful for employers to discriminate either directly or indirectly in any aspect of employment. An employer could be deemed to be indirectly discriminatory if rules and practices are in place which disadvantages employees of a particular religion or belief unless it can be objectively justified. There is a statutory requirement under the above regulations for the Trust to consider legitimate requests for time off for religious observance. This may include religious festivals, holy days or prayer time. There is no right to paid time off over and above that which is accorded to all employees. Employees have a responsibility to make known to the school, on appointment, any needs connected with their religion or beliefs, or as soon as such needs may arise should that be after the date of appointment.

Where leave is required for religious observance, the employee must request time off with as much notice as possible, for consideration by the Headteacher. The Headteacher, in consideration of such requests, will also take into account the business needs of the school at the time, recognising that the need to support the learning, safety and well-being of pupils must be paramount. If time off is agreed, it will be without pay.

Staff employed on the NJC 52-week conditions of service will be expected to use their annual leave entitlement should they require time off work for the purpose of religious observance.

12. Sick Leave

12.1 Any leave due to an employee's sickness absence is covered under a separate policy. This policy can be found at any Trust School. Arrangements for absence because of personal illness, injury or other disability and payment during that period of absence are covered, in the case of teachers, by the Conditions of Service for School Teachers in England and Wales and in the case of all other employees by the national agreement on pay and conditions of service (Green Book).

13. Maternity, Paternity, Adoption Leave

13.1 Requests for time off for medical appointments in relation to adoption or pregnancy will be considered under a separate policy. This policy can be found at any Trust School.

13.2 Arrangements for maternity, paternity and adoption leave and payment during absence are covered, in the case of teachers by the Conditions of Service for School Teachers in England and Wales and in the case of all other employees by the national agreement on pay and conditions of service (Green Book).

13.3 Requests for parental leave can be made under a separate policy which can be found at any Trust School.

14. Parental Leave

14.1 Parental Leave is a statutory provision, in accordance with the Employment Relations 1999. All requests must be made in writing to the Headteacher.

14.2 Both mothers and fathers (including adoptive parents) can apply for parental leave providing they are named on the child's birth certificate or have parental responsibility under the law (as defined by Section 3 of the Children Act 1989). The parents of a child do not have to be living with the child to qualify.

14.3 Employees wishing to take parental leave must have one year of continuous service with Chiltern Learning Trust by the time they wish to take the leave. Parental leave can only be taken to care for the child or to make arrangements for the good of the child.

14.4 Parental leave can only be granted if the child is under 18 years of age.

14.5 The entitlement to parental leave is 18 weeks (in total) unpaid leave for each child subject to:-

- A maximum entitlement of 4 weeks per child per year minus any paid entitlement that may have been obtained for a similar purpose under other sections of this Guidance. (A year is a twelve month period commencing when a member of staff first becomes entitled to take parental leave in respect of an individual child). A period of up to four weeks of parental leave may be appended to maternity leave at the request of the mother returning to work.

- To be taken in 1 week blocks at any one time (1 week of parental leave is the equivalent to the length of time that an employee is normally required to work in a week. Where working patterns vary, the average working week will be calculated as a fraction for the period they are required to work in a year) with the exception for parents of disabled children who can take leave in days.

- A member of staff must give a minimum of twenty-one calendar days' notice unless it is an emergency situation which can be justified to the Headteacher. Even in these circumstances the member of staff should not commence a period of parental leave before obtaining consent.

- Wherever possible requests for parental leave will be facilitated. However, in exceptional circumstances and for operational reasons, the Headteacher may need to postpone approval for parental leave for a period not exceeding 6 calendar months.

15. Health and Welfare

15.1 Necessary paid time off shall be granted for staff to attend hospital appointments and for the purpose of being screened for breast, cervical and prostate cancer and other appropriate life-threatening conditions. Staff are required to make every effort to arrange these appointments outside working hours or at the start or the end of the school day, where there is the flexibility to do so. Where that has not been possible, staff may be required to provide a copy of the appointment letter/card before the leave is granted.

15.2 The law does not provide employees with a statutory right to take time off, paid or unpaid, for fertility treatment. However, Chiltern Learning Trust will allow employees, with advance permission from the Headteacher, up to 5 days paid leave in in an academic year if the appointments cannot be arranged outside of school hours to undergo fertility treatment. Where appointment cards are available these should be attached to the Leave of Absence form. Additional unpaid leave may also be requested.

16. Examinations

16.1 Requests for leave of absence without loss of salary may be granted to a member of **teaching staff** for the purpose of sitting an examination in order to improve their educational qualifications. Headteachers can grant the employee a day's paid leave to study for each exam undertaken.

16.2 A member of **support staff**, who is following a day release or correspondence course for a first professional qualification must be granted leave without loss of salary for the purpose of sitting for appropriate examinations and in addition may, with the approval of the Headteacher, be granted paid leave for revision purposes at the rate of one half day for each examination paper to be taken up to a maximum of three days. Such leave is normally granted on condition that an equal amount of annual leave is taken at the same time, if applicable. As far as possible such leave should be taken in the week immediately preceding the examination(s).

16.3 These arrangements would apply only to examinations being attempted for the first time and not to full-time or block release courses.

16.4 The circumstances under which **teachers** must be granted paid leave in connection with the preparation and marking of external examinations are explained in the School Teachers' Conditions of Service. In essence, teaching staff must be granted paid leave of absence to attend, as examiners or advisers, meetings of approved examining bodies.

17. Reserve Forces Duties

17.1 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.

17.2 Employees who need time off for reservist commitments are expected to use existing annual leave entitlement if employed for the full year. In exceptional circumstances, we may grant additional leave of up to a maximum of ten days per academic year of which one week will be paid and a further one week unpaid in order for these commitments to be met.

17.3 Whilst we will do everything possible to meet your request for leave it may not always be possible for operational reasons. If we receive notice that you have 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 your absence would cause serious harm to the School/Trust.

17.4 If you are called-up to fulfil a non-training role or operation, you may submit a written application for reinstatement to your employment once the military service has ended. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.

17.5 If it is not reasonable and practicable to reinstate you into your former employment we will offer you the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.

18. Time off for Public Duties

18.1 The Trust 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. The Trust is not obliged to grant employees paid leave for these purposes but will do so under the following circumstances:

a) Jury Service and Court Witness

Employees should tell the Headteacher as soon as they are summoned for jury service or as a court witness and provide a copy of the summons if requested. Depending on the demands of the School/Trust, we may request that the employee applies to be excused from or have the jury service deferred.

b) Voluntary Public Service

Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties. All employees may be granted up to five days' paid leave in an academic year to perform voluntary public service duties. Any additional leave will be granted on an unpaid basis subject to operational requirements of the school.

Public service duties include service as a:

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

c) Candidates for Parliamentary and Local Elections

Employees who are standing for election in Parliament will be granted unpaid leave up to three working weeks for electioneering and leave with pay for the Election Day. Employees who are standing for local election will be granted unpaid leave for up to one working week for electioneering and leave with pay for the Election Day.

18.2 If you are unsure whether a public service that you perform is covered by this policy, you should speak to your Headteacher or the Trust HR Manager.

18.3 As soon as you are aware that you will require time off for performance of a public service, you should notify the Headteacher in writing, providing full details of the time off that is being requested and the reasons for your request. Proof of public service may be required.

18.4 The School 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 you will be given written reasons for the decision within five working days of the application.

18.5 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 to your employment;
- How much time off is reasonably required for the duty in question;
- How much time off you have already taken for the public duty in question;
- How your absence will affect the School/Trust.

19. Time off for Trade Union Duties and Activities

19.1 Employees who are elected trades union representatives have a statutory right to a reasonable amount of paid time off to carry out certain specified duties and activities (related to negotiations with their employer), to undertake relevant 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.

19.2 Union members have a statutory right to reasonable unpaid time off when taking part in trades union activities.

19.3 Employees who are members of the national executive of a recognised union or professional association must be granted paid leave of absence for the attendance of appropriate meetings in that capacity when they fall on a working day. Certain unions have agreed facilities for attendance at national conference.

19.4 Employees should be aware that there will be occasions where, for operational reasons, or where the School/Trust believes 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 the School/Trust at the time of the request and consideration will be given to:

- 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;
- the legitimate need of the union representative or union learning representative to discharge their functions.

19.5 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 the Trust's Grievance Policy.

19.6 Employees that are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the School/Trust.

19.7 The Headteacher will meet with the employee to discuss their union role and the amount of time and facilities that the School/Trust believes to be reasonable to enable the employee to carry out their union duties.

19.8 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 Headteacher will look at each request and the circumstances before deciding what is reasonable.

19.9 Both parties accept the need to be flexible within this process and recognise their duties and obligations to the School/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. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.

20. Attendance at Conferences

20.1 Employees may, at the discretion of the Headteacher/Director, be granted paid leave to attend approved conferences, including those of recognised professional associations, or meetings of societies on educational matters for up to three working days in any one academic year.

21. Training Courses

21.1 At the discretion of the Headteacher, an employee may be granted paid leave in order to assist with a training course arranged either inside or outside the Trust by an approved organisation. Any income in respect of this activity would go into the school's delegated budget.

22. Visits to other Schools or Education Establishments

22.1 At the discretion of the Headteacher, an employee may be granted paid leave in order to visit other establishments for the observation of different practices which may be appropriate to the individual's own role. This could include the acceptance of a scholarship or interchange post arranged by an approved organisation in an overseas country.

23. Attendance at Interview

23.1 An employee must be granted reasonable and necessary paid leave of absence for attendance for interview for another appointment within the Trust, by prior arrangement with the Headteacher.

23.2 In most circumstances paid leave for the purpose of attending an interview will be limited to 3 interviews, which may take place over several days, in any one academic year. Additional days may be granted at the discretion of the Headteacher.

23.3 Employees are expected to attend work either prior to or after the interview if practical.

23.4 The Headteacher may request evidence of the employee's invitation and/or attendance at the interview before granting any requests.

24. Disciplinary Procedure

24.1 Any employee found to be making false and inaccurate claims for leave or time off under this policy will be subject to disciplinary action under the Trust's Disciplinary Policy.

25. Deduction of Unpaid Leave

25.1 In all cases where unpaid leave is granted the employee has equal responsibility with the school, to ensure that the appropriate deductions are made from their salary

PAID AND UNPAID LEAVE OF ABSENCE

Reason for Absence	**Maximum Period of absence (school days)**
Dependants (Time off for)	One day's paid leave
Bereavement & Compassionate Leave	Up to 5 days paid leave
Funerals (not immediate family)	Unpaid (Headteacher / Director discretion)
Medical and Dental Appointments	Up to half a day's paid leave per year; any further will be unpaid
Domestic, Personal and Family Reasons	Considered on a case by case basis
Examinations Leave	1 day paid per exam undertaken up to a maximum of 3 days per academic year
Leave of absence for Service in the non-regular forces	Up to a maximum of 10 days leave of which 5 will be paid
Maternity and Sick leave	As per Occupational Schemes
Government or Local Authority Duties	Paid (as required)
Attendance at Court	Paid (as required)
Jury or other Public Service	Paid (as required)
Authorised educational contribution to a broadcast	Paid (as required)
Elected TU Representative (including Health and Safety), duties and training	Paid (as reasonable)
Candidacy in elections	Unpaid
Attendance at Interviews	Paid leave of up to 3 interviews
Visits to schools or other educational establishments	Paid (as reasonable)
Fertility treatment leave	Up to 5 days paid per academic year
Shared Parental Leave	Paid (see SPL Policy)
Career Break	Unpaid