

The Federation of Boskenwyn & Germoe Schools and Nysgerrig Kindergarten



STAFF LEAVE OF ABSENCE POLICY

Introduction

The federation of Boskenwyn and Germoe School and Nysgerrig Kindergarten recognises and values the contribution of each member of staff to the education of the children in the school.

High levels of absence among teaching and support staff pose a serious problem for a school in terms of disruption to teaching programmes, pupils' learning and other areas of the school's work. The governing body is committed to managing attendance so that any disruption to the pupils' education or the effective running of the school is minimised. Equally it recognises that during the course of employment, colleagues will occasionally be absent from work through ill health, maternity and other authorised circumstances.

Absence of any staff employed in schools during term time means some impact on the children's education. Therefore, requests from any member of staff for absence to be taken during term time must be regarded by all as the exception.

Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will not be granted unless the staff member has accrued time for extra-curricular activity in term time.

This policy gives details of entitlements of members of staff in relation to absence. Part-time staff will have the entitlement for leave from work reduced in proportion to the percentage of time they work.

Seeking Approval for Leave from Work

All staff will be required to follow the Schools' procedures 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.

Requests for paid or unpaid leave must be made in writing to the Headteacher with full reasons for the request. Requests by the Headteacher should go to the Chair of Governors. 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 circumstance such as the death of a family member.

The Governing Body has given delegated authority to the Headteacher to approve leave of absence requests for up to one day. For anything greater the Headteacher must discuss each case with the Chair of governors, or his/her representative, and act on the recommendation made.

Requests for leave of absence will be considered taking into account

- the principles of this policy;
- the best interests of the children and the school;
- treating staff in a fair, reasonable and consistent way;
- national and local terms and conditions of employment.

Where the agreements refer to relatives of the first degree, this is taken to mean - husband/wife, civil partner, permanent partner, brother/sister, parent and child or the corresponding relatives-in-law. Additionally, the Governing Body has decided to include grandparents or other relatives/carers who have taken on the main caring role or people who are not related but occupying a similar position in the family, provided they are satisfied in the case.

Dental and medical appointments

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

Emergencies involving dependants

All employees have the right to take a reasonable period of time off during working hours to deal with an emergency involving a dependant. You are entitled to a week/equivalent to hours normally worked per week, to provide or arrange care for that dependant which will be paid. Any further absence will be unpaid.

A dependant is defined as a spouse, partner, child or parent, or someone who lives with the employee as part of his/her family, i.e. not someone who lives in the house as an employee, tenant, lodger or boarder. In the case of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

Carer's Leave

An employee is entitled to be absent from work to take unpaid carer's leave where they have a dependant with a long term care need. They are entitled to a week/equivalent to hours normally worked per week, to provide or arrange care for that dependant. The request must be put in writing to the headteacher with at least 5 days' notice. See Carers leave regulations, April 2024.

Time off child/dependant is ill

As an employee you're allowed time off to deal with an illness or attend appointments involving a dependant. There are no limits on how many times you can take time off for dependants. You are entitled to a week/equivalent to hours normally worked per week, to do so which will be paid. Any further absence will be unpaid. Your employer may want to talk to you if they think time off is affecting your work. Your employer may ask you to take [parental leave](#) if you want to look after your child for longer.

Unpaid parental leave

Parental leave is unpaid. You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise).

You must take parental leave as whole weeks (for example 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child is disabled. You do not have to take all the leave at once.

A 'week' equals the length of time an employee normally works over 7 days.

Reasons for leave with pay

Reasons for leave with pay	Teachers	Non-Teaching staff in schools
Sickness	See section 4 of burgundy book	See part 2 section 10 of green book
Annual leave	Not applicable	See "Green Book" for all year round staff, not applicable for term time only staff
For officials of Trade Unions to perform duties/undertake approved training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LA	Authorities shall provide the necessary facilities to Trades Unions including paid leave of absence to carry out their duties. Clarify the local agreement
For Safety Representatives to perform duties and undertake associated training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LA	Clarify the local agreement
For ante natal care	The right to paid off time to attend for ante-natal care on production of evidence of appointments if requested.	Right to paid leave - evidence of appointments e.g. appointment card, must be provided, if requested

	"Burgundy Book" Section 5 para 3 – Maternity Scheme	
Attendance as elected members at local authority meetings and properly established committees	Up to 20 days per year or equivalent	Up to 144 working hours
For members of another school's governing body	Up to a maximum of 4 half days per annum depending upon the reasonableness of the request	Up to a maximum of 4 halfdays per annum depending upon the reasonableness of the request
Magisterial duties	Minimum attendance requirement including training and membership of a statutory tribunal not exceeding 20 working days a year	Minimum attendance requirement including training
Candidates for parliamentary elections	Normally not more than 5 working days	Up to 3 weeks' paid leave of absence during period up to and including polling day
Lecturing in professional capacity on condition that all fees to be paid to school	At the discretion of the governing body	At the discretion of the governing body at a maximum of 12 working days
Duties in connection with external examinations	Refer to burgundy book section 2	At the discretion of the governing body
Sitting examinations relating to professional development	Employees are entitled to be paid leave of absence for the purpose of sitting for examinations concerned with the teacher's professional development to the benefit of the school	Employees are entitled to paid leave of absence for sitting for approved examinations. Additional leave may be granted for final revision for approved examinations.
Attendance at approved conferences	At the discretion of the Governing Body subject to conference being of benefit to school and the teacher's professional development.	Up to 12 working days in any one year
Weddings of close relatives i.e. sibling, parent (or another family member/carer who brought up the employee) or	Reasonable period subject to prior approval from Governors.	At the discretion of the governing body

children or corresponding relatives in law		
Times of severe weather	Permission to leave early should not be unreasonably refused.	Permission to leave early should not be unreasonably refused. Lost hours should be made up where annual leave cannot be taken
Jury Service or attendance as a witness in Court proceedings	For the required period subject to the employee claiming for loss of earnings	For the required period subject to the employee claiming for loss of earnings
Screening for breast and cervical cancer	For reasonable periods where attendance in school time cannot be avoided	Necessary paid time off will be granted for the purpose of cancer screening
Members of non-regular forces – annual training	Up to two weeks – the second of which is to be unpaid	Up to two weeks (Grey Pages paragraph 4.6(g))
Potential redundancy	Reasonable time to seek alternative employment	Reasonable time to seek alternative employment
Interviews for other posts	For posts within any LA	For Local Authority posts only , attendance at interview and other selection processes
Illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives in-law	In cases of critical/serious illness of close relatives, up to 5 working days' paid leave. Under legislation for Emergency Time Off for Dependents there is provision in the case of a sick child with a non-critical illness, for the first day to be taken unpaid after which it will be assumed that alternative arrangements for childcare will be made. However, contractual provisions override this and allow for up to two days to enable the teacher to nurse or make arrangements for nursing. In other relationships, applications for unpaid leave should be addressed in writing	In the case of a sick child with a non-critical illness, after the first day it will be assumed that alternative arrangements for childcare will be made. The first day would fall under the Emergency Time Off for Dependents provisions and will be unpaid. For serious/critical illness up to 5 working days for all year round staff, half of which will be taken from annual leave or will be unpaid. Up to two and half days for term time only staff Can include taking children to hospital.

	to the Headteacher and Chair of Governors to consider	
Death or critical illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/ carer who brought up the employee), child or corresponding relatives in-law	5-10 working days compassionate leave	Up to 10 working days
House removal	1 working day with as much advance notice as possible	1 day (term time only employees).
Sports representation as competitor at national/ international level	At the discretion of the governing body	At the discretion of the governing body
Election duties	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.

Additional leave with pay may be granted in special circumstances by the Governing Body, this includes accrued time in lieu due to residential trips and visits.

Reasons for leave without pay

Reasons for leave without pay	Teachers	Non-teaching staff in schools
Graduation ceremony – employee's own partner, son, daughter or close relative	1 day at discretion of Head and additional time at the discretion of Governing Body.	At the discretion of the governing body
Court hearings – other than those covered under "With Pay" sections – including divorce proceedings, custody of children, maintenance payments and other Court appearance where teacher is defendant or involved in non-criminal proceedings	1 day at discretion of Head and additional time at the discretion of Governing Body.	At the discretion of the governing body

Religious devotion days	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Funerals – other than close relatives as in “With Pay” section	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
House removals – in excess of 1 day	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Sporting representations below national leave	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Delays on return to school caused by industrial disputes	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Special family flights where spouse is in the armed forces	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Hospital appointments for children where both parents wish to attend.	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Visits overseas other than for professional development	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Attendance on courses for personal development not considered beneficial to the school	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body
Weddings – Employees own wedding and for those other than relatives first degree	1 day at discretion of Head and additional time at the discretion of Governing Body	At the discretion of the governing body

The Governing Body in special circumstances may grant discretionary additional leave.

Executive Headteacher: Paula Blackburn

Chair of Governors: Lucy Yeomans

Date policy reviewed: 7th September, 2026

Next review: September 2027