



South Tyneside Council



Leave of absence & special leave

Policy and Guidelines

Introduction

1 Requesting Annual Leave

Leave can only be taken when it has been agreed between the Head Teacher and the employee and will always be subject to the requirements of the service. Leave can be requested in hours or full/part days.

2 Leave of Absence and Special Leave

Head Teachers have delegated authority to determine applications from employees for leave of absence with or without pay. They can also grant special leave with or without pay, normally for a maximum of 3 days, in cases of emergency.

Requests from employees for time off, due to special circumstances or in an emergency, need to be assessed on the merits of each individual case. Consideration should be given to other policies such as Stuck not Sick and Compassionate Leave.

The most common requests are about extended leave to visit family overseas or bereavement leave, but there are others:

- **Extended Leave**

Leave without pay is usually agreed for employees wishing to visit family overseas providing their extended absence will not create operational difficulties. Employees are expected to use their own annual leave with the remaining time being taken as unpaid leave.

- **Bereavement**

3 days paid leave should be granted in the case of a bereavement of a husband, wife or partner, parent or parental figure, father-in-law or mother-in-law, sister, brother or child. Any further leave requirements should be considered under the Compassionate Leave or Absence Management Policies. In the case of any other family member 1 day's paid leave to attend the funeral should be allowed. See 'Other Leave' in paragraph below.

- **Other Leave**

Other requests for special leave should be determined by the Head Teacher on their individual merits taking into account all relevant factors. The first decision is whether the leave request should be granted, it should then be decided whether it should be paid or unpaid.

Please ensure the attached flow chart for requesting Leave of Absence from school is followed.

3 Other Leave

a. Public Duties

Leave will be granted as specified below to perform duties as:

- a member of a Local Authority (up to 208 hours in any one financial year)
- a member of any statutory panel, tribunal or similar body, Justices of the Peace, a member of any committee appointed by a Government Department or Local Authority or a member of a School's Governing Body (up to a maximum of 26 half days per financial year).

In all cases the amount of leave granted must be reasonable in relation to the public duties in question and the operational requirements of the School. Employees will receive the difference between normal pay and any allowances they are entitled to claim.

b. Non-Regular Forces Annual Camp

Employees who are members of the Non-Regular Forces or are a Cadet Force Adult Volunteer will be allowed up to 2 weeks leave of absence with pay per rolling year (pro-rata for part-time employees) to enable them to attend their annual camp.

c. Job Interviews

Employees are allowed paid time off to attend interviews with the Council or with South Tyneside Homes. Employees who are on notice of redundancy are entitled to reasonable time off to attend interviews with any employer.

d. Jury Service

Employees who are required to serve on a jury are entitled to paid time off. Any allowance for loss of earnings must be claimed and an equivalent amount deducted from the employee's pay.

e. Advisor/Member of Professional Institutions/External Bodies

Head Teachers can agree reasonable time off when employees are invited to become a member or an advisor to a Committee of a professional institution or external body.

4 Equality and Diversity Statement

The School is committed to promoting equality and valuing diversity. An equality check this policy was carried out in 2017 and no equality check implications were identified.

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