



**Diocese of Worcester Multi Academy Trust
(DoWMAT)**

Leave of Absence Policy

MAT Board Approval:	July 2017
Review Date:	Summer 2019
Member of staff responsible:	Mrs Karen Surrall

DoWMAT Vision

The Diocese of Worcester Multi Academy Trust (DoWMAT) will, through its mission statement 'to love, to learn, to serve', enable all its academies to flourish so that all stakeholders can 'live life in all its fullness'. (John 10:10)

DoWMAT Aims

To Love:

- For pupils to grow and learn in schools where, as children of God, their individual qualities are nurtured, to give them fulfilment, self-worth, the skills to contribute to society and confidence in the future.
- For staff, accorded dignity and respect, to be enabled to become the very best practitioners that they can be, inspiring, sharing a joy for learning and aspiration.
- For academies to be hospitable to diversity, to become the centre of their communities as places of nurture and beacons of educational excellence.
- For all learning to be centred in relationships based upon compassion, generosity, truth-telling, forgiveness and reconciliation.

To Learn:

- For academies to be resourced and supported so that all pupils within the DoWMAT are enabled to flourish, reaching their potential whatever their starting points.
- To ensure staff and governors access high quality professional development so that standards of teaching and learning are excellent.
- For academic rigour to be set in the context of rich curricular and extra-curricular opportunities for learning.
- For academies to be places where explicit Christian values, collective worship, religious education and opportunities for reflection nurture the spiritual and moral growth of pupils and staff.

To Serve:

- To fulfil the wider vision of the Church of England, serving our communities through the work of local academies.
- To ensure academies are places of safety for pupils and staff where needs are met with dignity and respect.
- To offer help and advice to those who lead our academies at all levels so that they are well equipped to face the challenges ahead.
- To ensure that members, directors and trust staff understand the pressures and challenges of education in the 21st century ensuring that those leading and teaching in our academies are resourced and supported.

This policy concerns discretionary leave in relation to all staff employed at School, particularly teachers and term-time only staff who are unable to take annual leave. It does not affect statutory entitlements to leave (such as maternity leave etc.)

In any school, there are times where a member of staff requests time off to care for dependants or to deal with unexpected incidents involving dependants. It is important that the school has a policy which enables management to give a standardised response to more routine requests and to apply their discretion consistently.

In taking decisions on granting leave of absence, management needs to take into account:

- the effective running of the school
- the particular merits of the employee's situation
- equitable treatment of all staff in school

Authority

In all circumstances, the Headteacher is the person responsible for decisions on allowing leave (unless the Headteacher is the person requiring leave in which case the Chair of Governors is responsible). The appeal procedure is available for staff to use if a request is denied. In the first instance an appeal should be made to the Chair of Governors and then to a committee of three Governors. The appeal committee may include a representative of the DOWMAT.

Every circumstance cannot be covered in this policy so it should be considered as a guide. The Headteacher's advice should be sought, in the first instance, by any member of staff who may be considering requesting leave of absence for any reason.

Holidays:

The Headteacher and Governors would not consider requests for holidays when the school is in session other than in exceptional circumstances.

Medical / Dental Routine Appointments:

The Headteacher and Governors do not consider it appropriate that time off for routine appointments should be allowed during contracted hours and so ask that all possible steps are taken to make such appointments outside these hours. Exceptionally, where this is not possible an official appointment slip showing date and time of the appointment should be shown to the Headteacher.

Medical / Dental Emergencies:

It is recognised that these types of appointments sometimes may not be made outside school hours. The Headteacher must be informed as soon as possible.

Bereavement / Family Crisis / Sudden Hospital Admission etc.

At such times some paid leave will be allowed up to a maximum of 5 days for matters involving a parent, partner, sibling or a child. The amount of leave, paid or unpaid, will be at the discretion of the Headteacher. Any further leave, paid or unpaid, would be at the discretion of the CEO of the MAT.

Court Attendance:

Time off with pay will be granted if you are required to attend court as a juror or witness. The Headteacher must be informed as soon as possible and employees must claim the allowance for loss of earnings that is available from the Court. This will be offset against earnings.

Time off (paid or unpaid) in relation to other reasons for attending court would be at the discretion of the Headteacher.

Moving House:

Request for a day's leave will be considered by the Headteacher.

Job Interviews etc:

Reasonable requests for time off to attend job interviews, visit a school or attendance prior to starting a post will be considered. This time off will generally be paid subject to the number requested in the academic year.

Sickness Leave:

Notification of illness should be made as early as possible.

Staff should telephone the Headteacher or the Deputy Headteacher at home by 7.30am on the first day of absence stating, if possible, the expected duration of absence. Further notice of continued absence should be confirmed by phoning the school by 3pm daily. Similarly, return to work should be confirmed by 3pm. All absences should be recorded by the members of staff via self certification and given to the Headteacher on return to work. Absences of more than 7 days must be accompanied by a Doctors Certificate (this includes weekends).

Please see Self-Certification pro-forma enclosed at end. Copies of this pro-forma will be available from the school office.

A 'Return to Work' interview will be held for all members of staff who have been absent for 5 days or more for any reason. This interview will be with the Headteacher and the staff should bring their self certificate or Doctor's note with them.

Time off for Dependants:

All employees have a statutory right to take reasonable time off in the case of emergencies relating to a dependent. The right to time off for dependants does not include a right to be paid and will generally be unpaid. Only "reasonable" time off can be taken and it is expected that 1 or 2 days should be long enough to deal with most problems or sort out longer-term arrangements, for example, this is not an entitlement to take time off to nurse a sick child, but rather time off to make arrangements for the child's care. This would be unpaid.

(Dependants = a parent, husband, wife, partner, child or someone who lives with you as part of the family but not a lodger or tenant).

This policy should not be considered as a change to the present contract of employment. It does not alter present allowances but seeks to clarify the situation with regard to discretionary leave so that we may act in a fair and equal manner to all employees regardless of position in school or number of contracted hours.

SELF-CERTIFICATION

To be completed by an employee on their first day back to work following an episode of sickness absence and forwarded to their Headteacher / Line Manager.

Please use BLOCK LETTERS

1. Full Name: Job Title:

Location: Department:

2. The day* and date you became unfit:

The day and date you were first absent from work:

3. The day and date you were fit:

The day and date of your return to work:

4. Was this episode of absence linked to an injury sustained at work? Yes No

(Note: If answered yes, then you must inform your Headteacher / Line Manager in order to complete the Accident Book and a RIDDOR.)

5. Was this episode of absence linked to an injury sustained outside of work in circumstances where you may have a claim for damages against someone else? Yes No

(Note: If answered yes, then you must inform your Headteacher / Line Manager as you will need to claim for Loss of Earnings.)

6. Details of Sickness/Injury. Please say briefly why you were unfit for work – give details of your sickness – words like 'unwell' or 'illness' are not enough.

7. Was this episode linked directly to a disability or pregnancy? Yes No

If yes, please give details:

I declare the information I have provided above is complete and correct to the best of my knowledge and that I have submitted, as appropriate, all Medical Certificates to my Headteacher / Line Manager.

Signed: Date:

(Employee)

Thank you for completing this form. The information provided will be entered into the Human Resources information database and retained on your personal file to assist with monitoring sickness records and to enable appropriate support to be provided quickly and efficiently. Non-

personally identifiable data may be used for more general sickness absence monitoring. Any information provided will be treated in confidence.

Signed (as being seen): Date:

(Headteacher/Line Manager)

- Please note half days and weekends if appropriate