



Inspire Partnership Multi Academy Trust

Leave of Absence Procedure

Part A – All Staff

Policy Review Date – September 2018

Date of Next Review – August 2020

Personnel Responsible – Chief Executive Officer

INTRODUCTION:

This policy provides information to staff regarding leave of absence. **Parts A and B should be read and considered in conjunction with one another.**

In the interest of the smooth running of the Trust, staff (who are contracted to work term time only) should apply for leave of absence with restraint since there is no entitlement to take leave except during school holidays. However, the Trust accepts that staff may require leave of absence from time to time and there may be exceptional reasons or circumstances why employees need time off work.

PROCEDURE:

Requests for leave of absence will be considered by the Headteacher of each school in a fair and consistent manner in conjunction with Part B – The policy.

Note that this procedure relates to the authorisation of personal absence not illness.

Detailed below are the procedures and guidelines for dealing with requests.

1. Applications for leave of absence should be submitted to the Headteacher in accordance with the procedures given below.
2. The Headteacher should submit an application for leave of absence to the CEO.
3. The CEO should submit an application for leave of absence to the Chair of the Board.
4. Approval of leave of absence is not guaranteed. However, when considering the reasonableness of any request, the following will be considered:
 - The purpose/ reason provided
 - The amount of time requested
 - The number of occasions for which leave of absence has been requested and approved in the past and the number of hours they are contracted to work
 - Similar requests from other members of staff
5. Staff should always give the maximum notice of any proposed absence if possible (at least 2 weeks. The request will be considered and a response will be provided as soon as is practicable but within the same amount of time requested as a minimum.
6. Where urgent, unforeseen circumstances dictate that prior approval could not have been obtained, the appropriate person should be notified at the earliest possible opportunity.
7. If staff cannot attend work due to child illness they should follow the absence reporting procedures and submit a request when they return to work.
8. Before approving or recommending approval of applications for leave, we will consider whether the school is likely to suffer from the staff absence and whether the member of staff might reasonably have made other arrangements which would not have interfered with his or her duties.
9. Approved absence will be granted with or without salary and in the cases where salary is approved, this will be reduced by an amount equal to any allowance in respect of loss of earnings which the member of staff claims and receives from any other source i.e, jury service.
10. When the amount of leave taken with pay **exceeds 5 working days** (or the duration of the working week for part time staff), it is likely that any further leave requested, if granted, would be without pay regardless of what is stated in Part B. References to the limit of leave will be confined to a **rolling 12 month period** and always be pro-rated for part time working. For example, if a person who is contracted to work 3 days per week takes a total of 3 days paid

leave of absence and they require another period of leave within the same 12 months period, if this is granted, it is likely it would be without pay.

11. In exceptional circumstances, additional paid or unpaid leave may be granted at the discretion of the Headteacher after seeking **authorisation** from the Trust Management Team. Each case will be subject to the discretion of the Headteacher based on individual circumstances and with matters of consistency in mind. The Trust will review each case and record the rationale and final decision taken before feeding back to the Headteacher.
12. 'Close relatives' or 'immediate family' are defined as spouse, partner, children, parents, grandparents, grandchildren, sister/brother, parents-in-law and those of partner or nominated next of kin. This also includes step children, foster and adopted children/parents. Consideration may be given to other relatives not mentioned above on a case by case basis.
13. The amount of leave of absence taken and the cost/impact on the Trust is regularly reported to the Trustee Board.

Signature CEO :	
Signature Chair of Trust Board :	
Date :	22.01.2019