



ST TERESA
of **CALCUTTA**
Catholic Academy Trust

Leave Of Absence Policy

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Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching to ensure human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly to ensure this.

The St Teresa of Calcutta Catholic Academy Trust (CAT) exists to secure 3-19 Catholic Education in the Diocese of Salford. Within the CAT, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ, and which is faithful to the mission of the Catholic Church.

The Trust seeks to serve all our families and to work with other partners in education for the benefit of our children and young people; we are committed to working together as academies and with the wider community for the common good.

In our academies, we uphold the dignity and unique human value of every person as we strive for excellence in education; gifts and talents are shared between our academies as we aim to provide the highest standards for all our children and young people throughout the Trust.

St Teresa of Calcutta CAT is rooted in the Catholic mission to educate our pupils to the highest academic standards, fuel them with Gospel Spirit, in order to be agents of transformation in society: people who are rooted in action for the common good. We articulate this in our specific goal to use our individual God given gifts to find new ways to spread the joy of the Gospel to every corner of the world...

Make Christ Known; Making Lives Better

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1. Introduction

This Leave of Absence Policy is designed to provide guidelines and procedures for employees in the Trust who require time away from work for various personal reasons. At St Teresa's of Catholic Academy Trust (STOCCAT), we understand the importance of work-life balance and support our employees in managing their personal commitments while maintaining a productive work environment.

2. Types of Leave

Annual Leave

All employees are entitled to a minimum of 6 days of paid annual leave per year, in accordance with the UK statutory requirements. The annual leave year runs from 1st September to 31st August. Employees are encouraged to take their annual leave throughout the year with prior approval from their manager.

Sick Leave

In case of illness or incapacity to work due to medical reasons, employees are entitled to sick leave as per UK statutory requirements. To qualify for sick pay, employees must notify their line manager or HR department as soon as possible, preferably before their scheduled work start time on the day of absence. Medical certification may be required depending on the duration of the sick leave.

Maternity Leave

Pregnant employees are entitled to statutory maternity leave as per UK regulations. This includes both Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML). Employees are advised to inform their manager and HR department of their pregnancy as early as possible to arrange for appropriate leave.

Paternity Leave

Eligible employees are entitled to statutory paternity leave as per UK regulations. This allows them to take time off to support their partner during and after childbirth. Employees must inform their manager and HR department of their intention to take paternity leave and provide the required notice.

Adoption Leave

Employees who adopt a child are entitled to statutory adoption leave as per UK regulations. This allows them to take time off to bond with the adopted child. Employees must inform their manager and HR department of their adoption plans and provide the required notice.

Other Leave

In exceptional circumstances, employees may request leave for personal reasons not covered under the above categories. Such requests will be reviewed on a case-by-case basis, and approval will be at the discretion of the manager and HR department.

Job Interviews

Where agreed in writing with the Headteacher, leave of absence will be given as appropriate for external interviews. Normally one day paid leave would be granted for an interview.

Religious festivals

Up to 3 days leave with pay may be granted on request subject to reasonable notice and exigencies of service in any one school year.

Additional holidays

Any leave requested in term time will not normally be granted. The only exception to this that might occur is if the holiday has been booked in advance of the employee taking up employment and the school has been notified in advance in which case the leave would be unpaid.

Medical appointments

Routine medical/dental appointments should be taken outside school hours.

We acknowledge there can be less flexibility for hospital/specialist appointments. In the first instance staff will be asked to change their appointments, if appointments cannot be changed to take place outside of school hours paid leave of absence may be granted should the appointment fall when the individual would normally be working.

Antenatal appointments

Staff are entitled to paid time off to attend ante-natal appointments; however, they are expected to arrange such appointments at times convenient to not only themselves, but also colleagues and the school. Reference should be made to the Maternity Leave and Pay Policy.

IVF appointments

Requests for time off to attend medical appointments will be treated sympathetically and may be taken as sick leave or special leave. Employees should discuss their plans with the Headteacher at the earliest opportunity.

Absence for any other reason

There may be other exceptional situations not covered by this policy in which the Headteacher may wish to grant further paid or unpaid leave at his or her discretion.

Subject to relevant Conditions of Service, a member of staff who is absent otherwise than by leave granted shall receive no pay in respect of the period of such absence unless the necessary consent of the governors is obtained. Unauthorised absence may result in disciplinary action.

All requests for leave of absence must be made formally to the Headteacher or, in the case of the Headteacher, to the Chair of Governors on the relevant form.

Leave for personal and family reasons.

In this section employees may receive up to 5 days at full pay and thereafter any additional days will normally be unpaid.

The purpose of the leave is to enable the member of staff to deal with an unexpected or sudden problem and to make longer term arrangements. If a member of staff knows in advance that they are going to need time off, s/he should arrange this in advance with the Headteacher by way of annual leave or parental leave if appropriate.

A dependent is classed as your child, stepchild, adopted child, parent, brother, sister, grand parent, step-parent, stepbrother or sister, half brother or sister. This may also be anyone who reasonably relies on the employee for assistance.

The legal right only covers emergencies. If the member of staff knows beforehand that they are going to require time off they should speak to the Headteacher to consider other arrangements, for example, parental leave if it involves a child.

The Headteacher should be notified as soon as possible about the need to take time off.

As an example, if a child falls ill the leave should be enough to help the member of staff cope with the crisis - to deal with the immediate care of the child, visiting the doctor if necessary and to make longer term care arrangements. The member of staff would be expected to make these arrangements as quickly as possible Where employees have a husband//wife/partner that leave of absence should be equally shared by both parties where possible.

Bereavement leave

Fig 1.

Relationship	Leave entitlement
<ul style="list-style-type: none"> • Partner • Spouse • Child • Parent • Sibling 	5 days paid leave
<ul style="list-style-type: none"> • Mother-in-law • Father-in-law • Grandparent • Daughter-in-law • Son-in-law • Brother-in-law • Sister-in-law 	2 days paid leave
<ul style="list-style-type: none"> • Aunt Uncle 	1 days paid leave
<ul style="list-style-type: none"> • Other 	1 days unpaid leave

Death of a member of the immediate family (e.g., spouse/partner, child, parent, brother, or sister)

Up to 5 days paid leave of absence may be granted at the discretion of the Headteacher. It is recognised that further support may be needed, such as counselling, Occupational Health referral or further paid/unpaid leave.

Illness/death of family/friends other than above (e.g., in-laws, aunt, uncle)

Up to 1 days paid leave of absence will be granted at the discretion of the Headteacher. If the travel for the funeral is over 4 hours, then up to 3 days' paid leave can be granted.

Parental bereavement leave

The council recognizes losing a child is one of the most devastating and traumatic experiences a parent can face. The UK government has enshrined the parental bereavement law from April 2020. However, the council proposes to bring this statutory entitlement forward with immediate effect.

Parents and primary carers will be entitled to 2 weeks leave at full pay if they lose a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy. Parents will be entitled to this leave irrespective of length of service and the entitlement applies in respect.

Leave for Public Duties

Members of staff considering taking up any of the following public duties should discuss the implications with the Headteacher and provide evidence. There may be occasions when it will not be possible to approve time off because of the need to maintain school services.

Governing body duties

Up to 5 days leave or equivalent may be granted on full pay in any one academic year to undertake formal governor duties.

Jury service

Staff whose attendance is confirmed as essential for jury service will be entitled to leave of absence with pay, less the amount claimable for loss of earnings.

Leave for magistrates and members of public bodies.

Staff who are appointed as magistrates or who undertake duties connected with the work of local government or other public bodies shall be granted leave of absence with pay for the equivalent of up to 12 working days a year.

Leave for accredited representatives of recognised associations and unions.

Staff who are also accredited representatives of recognised associations and unions shall be afforded union facilities and rights as agreed between the employee and the school.

Court proceedings not specifically covered by regulations (i.e., being called as a witness)

Leave with pay for the necessary period of absence when such absence is unavoidable. Evidence of attendance should be provided.

Candidate or agent in Local Government Election

Up to 5 days paid leave will be granted from the date when the candidate's nomination is accepted until the date of election.

Notification of absence

You should notify your manager of your need to take leave as soon as possible and no later than the first day of absence. You must consult with your manager before taking any leave more than that set out in Fig.1 above.

4. Return to work.

In some circumstances, following the death of a close relative, grief and/or practical arrangements for the care of others may make it necessary to consider a phased return to work. This may include reduced hours or a different working pattern. Such arrangements must be agreed in advance with the Headteacher or EET and would be for a maximum of two weeks.

Health and safety

If you are concerned about your ability to carry out your role safely in the weeks following a bereavement you must discuss this with your manager, (Unpaid leave opts).

We reserve the right to require you to attend an Occupational Health assessment before resuming full duties.

Culture and diversity

We recognise that different cultures respond to death in significantly different ways.

Managers will be sensitive to the requirements of religions and cultures requiring employees to observe practices or take time off at times. You should not assume your manager is aware of such requirements and should therefore draw this to their attention as soon as possible.

Pay progression

You will not be denied pay progression because of absence due to leave granted under this policy.

Other Leave

Employees requesting other types of leave must provide reasonable notice and submit their request to their manager and HR department. The approval of such leave will be based on the company's operational needs and the nature of the request.

Return to Work

Annual Leave, Sick Leave, and Parental Leave

Employees are expected to return to work promptly after the end of their approved leave period. For sick leave and parental leave, employees may need to provide relevant documentation or certification upon their return, as required by UK regulations.

5. Leave Without Pay:

Unpaid Leave:

In certain situations, employees may request unpaid leave beyond their statutory entitlements. Approval of unpaid leave will be at the discretion of the manager and HR department, considering the operational needs of the Trust.

6. Policy Review:

This Leave of Absence Policy will be periodically reviewed and updated as necessary to ensure its compliance with Employment laws and best practices.

By acknowledging this Leave of Absence Policy, employees signify their understanding and acceptance of the conditions outlined herein.

Signature: _____ Date: _____

(Employee)

Signature: _____ Date: _____ (Human Resources Representative)

Appendix 1: LOA proforma

Leave of Absence Request Form

Employee:

School:

Leave of Absence Request Form

Employee:

School

Name:

Department:

Position/Class:

Leave Start Date:

Leave End Date:

Total Number of Days Requested:

Reason for Leave: Personal Reasons Medical Reasons Family Emergency Other
(please specify)

Details of Leave Reason: [Provide a brief description of the reason for your leave]

Leave Approval:

Approved [] Not Approved

Additional Comments (if necessary):

Employee/School Principal/Manager Approval:

[Name and Signature]

Date:

Human Resources/Student Affairs Approval:

[Name and Signature]

Date:

Instructions:

1. Complete this form with all the required information.
2. Submit this form to your supervisor/principal or the HR/Student Affairs department at least [insert required notice period, e.g., 2 weeks] before the intended leave start date.
3. Await approval notification from your supervisor/principal or HR/Student Affairs department.

4. If your leave request is approved, ensure that all pending work/assignments are completed or delegated appropriately before your leave start date.
5. If your leave request is not approved, you will be notified of the reasons for the decision and any possible alternatives.

Note: Leave of absence approval is subject to company/school policies and regulations.

For Office/School Use Only:

Leave Request Received **By:**

[Name and Signature]

Date:

Leave Approval Notification Sent On:

[Date]

Leave Status: Approved Not Approved Pending

Reason for Not Approval/Pending Status:

Name: _____

Department: _____

Position/Class:

Leave Start Date:

Leave End Date:

Total Number of Days Requested:

Reason for Leave: Personal Reasons Medical Reasons Family Emergency Other
(please specify)

Details of Leave Reason: [Provide a brief description of the reason for your leave]

Leave Approval: [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Approved Not Approved

Additional Comments (if necessary):

HEADTEACHER/Manager Approval:

[Name and Signature]

Date:

Human Resources/Office Manager Approval:

[Name and Signature]

Date:

Instructions:

1. Complete this form with all the required information.
2. Submit this form to your supervisor/principal or the HR/Student Affairs department at least [insert required notice period, e.g., 2 weeks] before the intended leave start date.
3. Await approval notification from your supervisor/principal or HR/Student Affairs department.
4. If your leave request is approved, ensure that all pending work/assignments are completed or delegated appropriately before your leave start date.
5. If your leave request is not approved, you will be notified of the reasons for the decision and any possible alternatives.

Note: Leave of absence approval is subject to company/school policies and regulations.

For Office/School Use Only:

Leave Request Received By:

[Name and Signature]

Date:

Leave Approval Notification Sent On:

[Date]

Leave Status: Approved Not Approved Pending

Reason for Not Approval/Pending Status