

Community Inclusive Trust - **Annual Leave and Leave of Absence Policy**

3.2 The headteacher is responsible for:

Implementing this policy in line with their statutory duties for school staff.
Reviewing and responding to requests for leave of absence from school staff.
Delegating responsibilities to line managers to sign off annual leave for school staff in line with this policy.

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- 5.4 Employees may be required to work on a recognised Bank/Public holiday depending on operational requirements from time to time. The Trust will aim to give as much notice as is reasonably practical of any such requirement. If employees are required to work on a recognised Bank/Public holiday they will be paid at their basic hourly rate or receive time off in lieu for the hours worked.
- 5.5 Hourly paid employees will be paid at their basic rate of pay; salaried employees will be paid their basic salary in respect of periods of annual leave.

6. Teachers Annual Leave

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employees who may be permitted to take holiday at any one time. The granting of all holiday requests will be subject to adequate cover available and the overall operational needs of the Trust during the proposed period of absence.

7.10 Employees (non-teaching) on a 52-week contract, and at the discretion of their line manager, may ca

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- 15.2 If the employee is already taking another form of leave, e.g. maternity leave, at the time of the death or stillbirth, the Statutory Parental Bereavement Leave will start after the other leave period has ended.
- 15.3 Statutory Parental Bereavement Leave will be implemented alongside Statutory Parental Bereavement Pay, using the Statutory Parental Bereavement Pay tables 2020 to calculate this.
- 15.4 To be eligible for Statutory Parental Bereavement Pay, you must have been continuously
the week of the
death or stillbirth.
- 15.5 Statutory Parental Bereavement Leave and Pay will be implemented in line with the statutory provision and eligibility at all times.

16. Illness of or Emergency Involving a Dependant including a breakdown in care arrangements

- 16.1 The Trust will permit staff up to 5 days paid leave in any rolling 12-month period in order to take necessary action to deal with the illness of a dependent or due to a breakdown in care arrangements.
- 16.2 In all cases of illness of a dependant/breakdown in care arrangements the first working day will automatically be paid leave, up to the permitted 5 days. Any additional consecutive days will normally be taken as unpaid leave. In exceptional circumstances and with the approval of the HR Director or CEO additional leave can be granted on a paid basis.
- 16.3 Additional unpaid leave will be at the discretion of the individuals permitted to approve additional leave as set out in section 11.2.
- 16.4 The aim of this provision is to enable to employee to make alternative arrangements for the care of the dependant to enable them to return to work.
- 16.5 Any agreements above the permitted 5 days paid leave in a rolling 12-month period must be approved by the Director of HR.
- 16.6 If an employee is unable to return to work it may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

17. Special Events

- 17.1 The Trust may grant each employee up to 1 day of paid leave, in any rolling 12-month period to allow employees to attend special events, for example, their and school plays, weddings, etc.
- 17.2 Any additional leave may be granted by the individuals permitted to approve additional leave as set out in section 11.2 and will be on an unpaid basis.
- 17.3 This part of the policy does not permit Trust employees to take time off for their own wedding. Employees must arrange their own weddings to take place during school closure periods or non-working days.

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work remains open to employees then attendance is expected unless otherwise directed by the Head Teacher or ELT. Absence of this type will be managed in accordance with the provisions for domestic emergencies in section 20.

21.2 The Head Teacher or ELT may direct employees to work from home where appropriate.

22. Interviews

22.1 The Trust recognises the increasing tendency for prospective employers to require interviewees to attend for more than one day, especially for management posts. There is also a growing tendency to expect prospective candidates to undertake a preliminary visit before the formal interviews.

22.2 In order to maintain a fair balance between the operational needs of the Trust and to minimise the burden on other employees, and to be fair to employees who will be seeking to further their career, the Trust will grant leave of absence for interviews as follows:

The Head Teacher/ELT is empowered to approve up to a maximum of 5 days paid leave of absence for interviews in any rolling 12

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37.2 Any changes to this policy will be communicated to all staff members and relevant stakeholders.

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To be completed, where possible, a minimum of two weeks prior to the first date of the requested period of leave.

Please attach proof of appointments if appropriate.

Employee Name: _____
Job Title: _____
Place of Work: _____
Reason for Leave of Absence Request: _____
Leave Start Date: _____
Leave Start Time: _____
Leave End Date: _____
Leave End Time: _____
Total days requested: _____

Signed: _____ Date: _____

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For completion by Head Teacher, ELT, CEO or Trust Board as appropriate
(as detailed in section 11.2 of the Annual Leave and Leave of Absence Policy).

The request for leave of absence is: Approved Not Approved
If approved, the leave of absence will be: Paid Unpaid

Signed: _____ Date: _____

Print Name: _____

Job Title: _____