



CARLTON
ACADEMY TRUST

Carlton Academy Trust Leave of Absence Policy

Approved on behalf the Trustees:

Gareth Logan

Review Date:

August 2023

Next Review Date:

August 2026



Glossary

CEO:	Chief Executive Officer
COT:	Chair of Trustees
HOS:	Head of School
LOA:	Leave of Absence

Definition

LOA is time taken off work for exceptional circumstances. This usually comprises requests from school-based staff to take leave during term time but may encompass other staff and circumstances.

How to make a Request

Requests must be made on a LOA Request form and submitted to the HOS. Central trust staff must submit their request to the CEO, with the CEO making any request to the COT.

Wherever possible, requests should be made with as much notice as possible so that adequate staffing cover can be arranged. Except for emergencies, a minimum of four weeks' notice should be given for any requests of up to five working days. For requests longer than five days, there should be a minimum of eight weeks' notice.

Staff are strongly advised not to make any arrangements associated with a LOA, such as purchasing airline tickets or accommodation, until approval has been given granted. Individual schools or the trust will not be liable for these costs should a LOA request not be granted.

Making a Decision

The following factors will be considered in relation to any request:

- The best interests of the children in the school.
- Treating staff fairly and consistently.
- The ability to provide adequate cover and the maintenance of high service standards.

All decisions are formally communicated in writing. When requests are granted, they may be made on a paid or unpaid basis.

Appeals

Where leave is refused, an appeal may be made. The must be made in writing within ten working days of formal notification of the original decision. Where the original decision was made by the HOS, an appeal must be made to the CEO. If the original decision was made by the CEO, an appeal must be made to the COT.

Employees are not eligible for sick pay whilst on LOA.

Unauthorised LOA

Unauthorised LOA is automatically unpaid. Disciplinary action will be taken in all cases of unauthorised LOA, except where this occurs due to unavoidable or unexpected circumstances. Documentary evidence must be provided in all instances to fully substantiate any unavoidable or unexpected circumstances.



LOA in Specific Circumstances

Accompany a Colleague to a Disciplinary, Grievance, or other Formal School/Trust Hearing: LOA will be granted with pay to attend these hearings.

Attend Court Proceedings as a Witness or Expert: Paid LOA will be granted.

Attend a Family Wedding: LOA will be paid when the wedding is an immediate family member, but unpaid for all other family members. Staff should provide at least 4-weeks' notice of their intention to attend a family wedding.

Immediate family members are defined as: wife/husband; son/daughter; mother/father; brother/sister; mother/father-in-law; stepfather/mother; grandfather/mother; stepchildren.

Attend Formal Job Interviews: LOA will be granted, but there are no provisions in the School Teachers Pay and Conditions Document (STPCD) or Burgundy Book which details whether teachers are allowed paid leave to attend a job interview. Therefore, this is decided at the discretion of the school/trust. Leave will normally be paid except where the school/trust believes requests are excessive or where employees are attending interviews for jobs they have no intention of taking.

Attend Formal Professional Examinations: LOA will be granted with pay for examinations that have direct relevance and utility to their roles in the school/trust. Where examinations do not directly relate to their role, LOA may be granted at the discretion of the school/trust. The school/trust may grant a half day LOA preparation time for these examinations, which may be a contractual entitlement for some but granted on a discretionary basis for others.

Attend Hospital or Medical Appointments: Paid LOA will be granted. Wherever possible, employees should make appointments at the start or end of their working day to minimise disruption. The school/trust should be informed of appointments without delay and need to be substantiated by documentary proof. There is no statutory right to paid leave for routine check-ups or appointments.

Bereavement Leave: Staff are entitled two days' LOA with full pay, but this can be extended at the discretion of the school/trust in exceptional circumstances. Leave does not need to be taken consecutively.

Caring for Dependents in Emergencies and Compassionate Leave:

LOA may be granted for up to three separate occasions of one days' duration in any school year. Any further absences for dependents will be granted on a paid or unpaid basis at the discretion of the school/trust. Dependents may be family members, someone who lives in the same household, or someone who reasonably relies on the employee for assistance.

Before requesting LOA, staff must consider whether there are any reasonable alternatives to the request.

Where longer periods are needed to care for a dependent, it may be necessary for the employee to request Compassionate Leave.

House Moves: Staff should arrange house moves at weekends or out of term time. Where unavoidable and leave is granted, it will be for one day maximum and made with or without pay at the discretion of the school/trust.



Job Hunting or Training When a Role has been made Redundant. This may be granted with or without pay at the discretion of the school/trust.

Jury Service: Paid LOA will be granted. Salary costs can be reclaimed by the school/trust so employees must inform the trust HR team as soon as they receive notification of jury service.

Religious Observance to Attend a Religious Ceremony or Festival: Staff are entitled to three days paid LOA each school year. This does not include time preparing for religious observance. Where a religious ceremony or festival falls on a non-workday, a workday cannot then be taken off in lieu of this.

Undertake Public Duties or Activities: These include duties as a magistrate, local councillor, school governor or trustee, or member of a health authority, or other similar responsibilities. LOA is paid, but must be agreed in advance with the school/trust in consideration of:

- How long the duties will take.
- The amount of time already taken for public duties.
- How time off will affect the business.

Undertake Trade Union Duties or Training: LOA will be granted with pay in accordance with local agreements.

University Graduation (self or immediate family member): One day's paid LOA will be granted.



Appendix 2 - Leave of Absence Request Form

Please read the trust's Leave of Absence policy before completing this form.

Name:

Role:

Date/s Requested:

Reason for Leave of Absence Request:

I request that leave is granted WITH/WITHOUT pay (*delete as appropriate*)

Confirmation seen by Line Manager:

Employee Signature:

Date:

Line Manager Signature:

Date:

