CARLTON
ACADEMY TRUST

Leave of Absence Policy

Approved on behalf the Trustees:	**Gareth Logan**
Review Date:	**September 2026**
Next Review Date:	**September 2029**

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 known in advance 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. 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:

- The best interests of the school at that time.
- Fair and consistent treatment of staff

All decisions are formally communicated in writing, and approvals may be made on a paid or unpaid basis.

Appeals

Appeals 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.

Unauthorised LOA

All unauthorised LOA is unpaid and will result in disciplinary action except for when it is accepted that absence was reasonable in the circumstances. This will be decided at the discretion of the school/Trust. Evidence may be requested to help the school/Trust to decide.

LOA and Specific Circumstances

Accompany a Colleague to a Disciplinary, Grievance, or other Formal School/Trust Hearing: Paid LOA granted.

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

Bereavement Leave: Paid LOA granted for two days for immediate family. This may be extended at the discretion of the school/Trust.

Compassionate Leave: Paid LOA for up to three days per year. This may be extended either paid or unpaid at the discretion of school/Trust.

Emergency Care for Dependents: May be granted paid or unpaid for up to three days in one school year. Any further absences will be unpaid. Dependents may be family members, someone living in the same household, or someone who reasonably relies on the employee for assistance.

Home Emergency (Flood; burglary; boiler failure; urgent house repairs; etc): LOA may be granted (paid or unpaid) or rejected at the discretion of the school/Trust.

Hospital or Medical Appointments: Paid LOA for up to three occasions per year. Wherever possible, employees should make appointments at the start or end of their working day to minimise disruption. The school/Trust may ask for evidence to substantiate a request.

House Moves: Paid LOA for one day**.** Where possible, house moves should made outside term time

Job Hunting or Training When a Role has been made Redundant. Paid LOA granted for reasonable time off work for staff with at least two year's continuous service facing redundancy. Time off will not be unreasonably refused. Requests should be made in advance and will be considered based on individual circumstances including the length of notice and likelihood of securing new employment. Payment for such time off work is limited to a maximum of 40% of a week's pay, unless otherwise agreed or provided for in the employees' employment contract.

Job Interviews: Paid LOA granted, except where the school/Trust believes requests are excessive or for jobs the employee has little intention of taking.

Jury Service: Paid LOA 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.

Professional Examinations: Paid LOA granted for examinations that have direct relevance to the employee's role in the school/Trust, as decided at the discretion of the school/Trust. Unpaid LOA may be agreed for other examinations, decided at the discretion of the school/Trust.

Public Duties or Activities: These include duties as a magistrate; local councillor; school governor/Trustee; member of a health authority, or other similar. Paid LOA, but must be agreed in advance with the school/Trust in consideration of:

- How long the duties will take and their effect on the school/Trust
- The amount of time already taken for public duties.

Religious Observance to Attend a Religious Ceremony or Festival: Paid LOA for three days each year. Does not include time preparing for religious observance. Where a religious ceremony or festival falls on a non-working day, another day cannot be taken off in lieu of this.

Sickness: Staff are not eligible for sick pay during a leave of absence.

Trade Union Duties: Paid LOA in accordance with local agreements.

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

Weddings/Funerals: Paid LOA for one day when it is an immediate family member.

An immediate family is defined as:

- Spouse/Partner/Husband/Wife
- Mother/Father
- Son/Daughter
- Brother/Sister
- Grandmother/Grandfather
- Mother-in-law/Father-in-law
- Stepmother/Stepfather
- Stepchildren

There is unpaid LOA for other relatives.