



# Exceptional Leave Policy

*This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.*

<b>Author:</b> Director of HR, Dorcas Ologunde	<b>Last Reviewed:</b> June 2023	<b>Next Review:</b> June 2025
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## 1. INTRODUCTION AND AIMS OF THE POLICY

The academy recognises and understands that employees have responsibilities outside work. Therefore, we are committed to providing adequate support to enable our employees to balance the allocation of work and life commitments.

It is the aim of this policy to outline the various reasons why an employee may need to apply for exceptional leave and the appropriate notification procedure. The policy aims to ensure there is a balance between ensuring service delivery and that employees are provided with support to manage their work as flexibly as needed.

The academy is fully committed to promoting equality in all areas of employment and ensuring that no member of staff is discriminated against for any reason.

This policy applies to all employees (subject to eligibility) regardless of hours worked per week or whether the contract is permanent, temporary or fixed term.

The Joint Heads of Academy has delegated authority from the Board of Trustees to approve exceptional leave if requested. There is no automatic right to exceptional leave during a period of time that an employee of the Plume Academy is contracted to work.

The Joint Heads of Academy (or other designated person) will give due consideration to all requests. However, staff should note that leave will not be permitted where it will impact on the delivery of teaching and learning of students and/ or the effective running of the academy.

Applications for leave during academy term time should be made by completing the application form (see appendix 1). Application forms are available in both staff rooms.

The outcome of any application should be conveyed to both your line manager and the Director of Human Resources. Evidence of appointments will be required.

The following sets out the reasons you may need to apply for leave and whether the application is likely to be approved with or without pay.

Please note the Joint Heads of Academy has the authority to approve or decline any application he/she deems not to be exceptional circumstances.

## 2. FAMILY AND DOMESTIC

2.1 Adoption – Detailed guidance is available from the Director of Human Resources and within our Adoption Leave policy.

2.2 Bereavement – Compassionate leave of five paid days will be granted for a close relative or partner\*

Compassionate leave of one day may be granted for other relatives.

Any further leave will be at the discretion of the Joint Heads of Academy.

If you wish to attend the funeral of a relative, friend or colleague, paid time may be permitted.

Up to one days paid leave may be granted to attend a funeral, located within half a day's journey from Maldon. Two days paid leave may be approved if more than half a day's journey from Maldon. Further days will be unpaid and at the discretion of the Joint Heads of Academy.

Up to two weeks' leave will be granted in respect of parental bereavement in accordance with the Parental Bereavement Leave Policy.

- 2.3 Childcare – When normal childcare arrangements are not available due to the illness of your child or their carer, up to two days paid leave per term may be granted. Any additional leave will be unpaid.
- 2.4 Dependants – For sudden or unexpected emergencies of a dependant, while longer term arrangements are made. Up to two days paid leave per term may be granted. Any additional leave will be unpaid. Please see definition of an unforeseen emergency at the end of this policy.
- 2.5 Domestic Crisis- If you have damage or disruption to your property up to five paid days may be granted in any one academic year.
- 2.6 Elder Care – Unexpected emergencies related to the care of any elderly relative. Up to two days, paid leave per term may be granted. Any additional leave will be unpaid.
- 2.7 Foster Care – Registered Foster Carers may be granted up to five days paid leave in any one academic year to attend meetings/training.
- 2.8 Graduation- To attend a graduation ceremony of a partner or child. One paid day will be granted in any one academic year.
- 2.9 Holiday – There is no entitlement to holiday in term time for teaching staff and support staff (contracted for less than 52 weeks per year).
- 2.10 Interviews – Pre visits to academies and schools should be made outside of our academy hours or during a non- teaching period. Post appointment visits to a new academy/school/company will be permitted as paid leave of up to one full day or two half days. These must be planned and approved by the Joint Heads of Academy and your line manager to minimise disruption.
- 2.11 Moving House – one paid day in any one academic year may be granted.
- 2.12 Religious Observance - Up to two days in any one academic year may be granted. This will be paid.
- 2.13 Weddings/Special Celebrations - There is no entitlement to leave for any pre-planned celebration event.

NOTE – Even if this is booked by a third party without your knowledge, leave will not usually be permitted.

### **3. HEALTH & MEDICAL**

- 3.1 Ante-Natal – Paid leave will be granted, but there is an expectation that appointments where possible will be made outside of working hours.

Fathers/partners/carers may be apply for leave to support. This will be unpaid.

- 3.2 Bone Marrow Donors – Up to 15 days paid leave will be granted in any one academic year.

- 3.3 Cancer Screening – Routine screening should, if possible, be made outside of working hours. Emergency screening will automatically be approved. All will be paid.
- 3.4 Dental – Routine appointments should be made outside of working hours. Emergency treatment will be approved as paid.
- 3.5 Fertility Treatment – Please arrange to meet with the Joint Heads of Academy to agree periods of absence.
- 3.6 Illness/injury of immediate family – Up to five paid days per term may be granted. Additional leave may be granted at the discretion of the Joint Heads of Academy. This leave is for unexpected illness or injury occurring to an immediate\* family member. Please see definition of immediate family at the end of this document.
- 3.7 Maternity – Further guidance is available within our Maternity Policy
- 3.8 Paternity – Further guidance is available within our Paternity Policy.
- 3.9 Medical appointments for yourself- Routine appointments should be booked outside of working hours. Where it is evidenced this is not possible, this may be granted at the discretion of the Joint Heads of Academy. Emergency treatment will be granted as paid.
- 3.10 Medical appointments for dependants or partners – Routine appointments should be booked outside of working hours. Where it is evidenced this is not possible, this may be paid or unpaid (at the discretion of the Joint Heads of Academy). Emergency treatment will be granted as paid.
- 3.11 Parental leave – This is a longer period of agreed leave to care for a child. Further guidance is available within our Parental Leave Policy and our Shared Parental Leave Policy.

#### **4. CAREERS AND TRAINING**

In most cases this will be approved if the training is relevant to your work in the academy.

- 4.1 Career Breaks- This is an unpaid extended absence from the workplace for a maximum period of up to 5 years. For further information please see the Career Breaks Policy.
- 4.2 Sitting Exams – An exam following a period of study, paid leave can be granted.
- 4.3 Study Leave- Applications may be made for short periods of study leave, prior to an exam or coursework deadline. This may be paid/unpaid (at the discretion of the Joint Heads of Academy)
- 4.4 Secondment- This is a temporary move to another post in another organisation, retaining employment protection in your substantive post. For further information, please speak to the Director of Human Resources.
- 4.5 Time off to train- This is a period of time away from work to undertake training. This may be paid or unpaid (at the discretion of the Joint Heads of Academy) for further information, please speak to the Director of Human Resources.

## 5. PUBLIC DUTY

- 5.1 Councillors - Appointed Councillors will be granted leave of absence, to be agreed in advance with the Joint Heads of Academy, during the term of office.
- 5.2 Court appearances – As a witness up to 20 days paid in any one academic year. As the accused, up to 10 days in any one academic year. This may be paid/unpaid (at the discretion of the Joint Heads of Academy).
- 5.3 Elections – Candidates standing for election will be granted one day’s unpaid leave on Polling Day.
- 5.4 Governors - up to five days in any one academic year will be granted as paid leave.
- 5.5 Jury Service - All employees summoned to attend jury service will be granted paid Exceptional leave.
- 5.6 Professional Bodies – up to 15 days will be granted in any one academic year. This may be paid/unpaid depending on the relevance to education/public sector.
- 5.7 Public Bodies - Up to 26 days will be granted in any one academic year. This may be paid/unpaid depending on the relevance to education/public sector.
- 5.8 Reservists - Exceptional leave can be applied for if you are a Reservist. Please speak to the Director of Human Resources.
- 5.9 Retained Firefighters – Up to 10 days paid leave in any one academic year will be granted.
- 5.10 Special Constable – Please speak to the Director of Human Resources for advice on application.
- 5.11 Union Work- If you are an officially appointed representative or officer of a union affiliated to education or the public sector you are entitled to a reasonable amount of paid absence to attend union business/training. This is after discussions with and agreement from the Joint Heads of Academy.

## 6. DEPENDENTS LEAVE

The following would constitute an example of an emergency for Dependents Leave:

- the employee could not be expected to make other arrangements for the dependant to be cared for
- the dependant is unable to care for themselves
- no other carer is available
- the case is serious enough to warrant constant care of the dependant e.g. child/relative is too ill or too young to care for themselves and the care is unexpected
- childcare arrangements are withdrawn without notice.

*\*Definition of close relative-immediate family: husband/partner/child/step- child/parent/sibling*



Appendix 1

### Application for Exceptional Leave

Before submitting this application, please ensure you have checked the entitlements to exceptional leave as outlined in the policy and attached any relevant appointment cards.

Name: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

In line with the Exceptional Leave policy- I would like to apply for absence from work.

The reason for my request is:

Please, if possible, provide supporting *evidence*

The date/times I am applying to be absent from work:

\*\*\*\*\*

This exceptional leave request is approved and is granted as paid/unpaid.

Mr C A Wakefield – Joint Heads of Academy                      Signature \_\_\_\_\_ Date \_\_\_\_\_

This leave request is not approved because:

Mr C A Wakefield- Joint Heads of Academy                      Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use:  
Cover Authorised  
S/S  
SIMS  
Copy returned to staff member