



# The Federation of Sacred Heart & St Mary's RC Primary School, Battersea

## **SPECIAL LEAVE REQUEST POLICY**

<b>Approved By</b>	Governors
<b>Reviewed On</b>	November 2024
<b>Review Due</b>	November 2026
<b>Review Cycle</b>	Biennial

## Introduction

This guidance incorporates the statutory provisions, local and national conditions of service for all school staff in line with Wandsworth procedures and adopted by the School Governing Body. It aims to set out ways of balancing a positive approach to working arrangements with the needs of schools as providers of education. It recognises that it is in the interests of schools to adopt policies that allow employees to balance their working lives with their personal needs and responsibilities.

## Special Leave Requests

The categories and the provisions that the Governing Body will consider on receipt of applications for special leave are set out below. All leave (excluding statutory entitlements) is granted subject to the exigencies of the service and at the discretion of the Governing Body. Governing Bodies will authorise a maximum of up to three days special paid leave in any academic year.

**All applications for special leave should be made in advance, and should be addressed to the Headteacher in the first instance** using the standard form, Special Leave Application Form. Applications should be made at least 5 working days prior to the date the leave is requested. Requests submitted later than this period will normally be refused.

Abuse of this scheme by submission of dishonest or fraudulent applications will be considered as a disciplinary matter.

## Unauthorised Absence

Where an employee is absent from work without permission normally pay will be deducted and action taken under the Disciplinary Code of Conduct

## Special Leave - All Staff

Headteachers have discretion to grant additional leave which may be paid or unpaid called Special Leave. This is not an entitlement and there is no automatic right to special leave. However, the Headteacher should consider each case on its merits and the amount of leave which Headteachers have discretion to grant in a rolling 12-month period is outlined below. Vexatious or regular request might not be deemed as appropriate use of this policy.

### **The following factors should be considered before Special Leave is granted:**

- The needs of the employee to be away from school
- The previous level of special leave request and absence
- The effect of the absence on the running of the school
- The number of other employees also requesting time off
- Balancing the needs of the school and those of the individual

**Circumstances where Special Leave may be considered are detailed below:**

**Deaths**

Death of a close relative, i.e., parent, wife, husband, child of employee; time off to arrange affairs and/or attend the funeral of the deceased up to 2 days with pay.

**Funerals**

Time off to attend the funeral of close relative, i.e., parent, husband, wife, child, brother or sister, brother/sister-in-law, son or daughter-in-law, parent-in-law, relative of other degree if in residence with employee or employee is next of kin. May be granted in addition to special leave granted under A) Deaths 1 day with pay if the funeral takes place more than ½ day journey from London, unpaid leave for an additional 2 days may be granted.

**Serious Illness/Serious Domestic Situations**

Serious illness of husband, wife, child or other dependent of employee; time off to arrange suitable care and attention for the 'patient' and/or to make other domestic arrangements for the family 1 day with pay.

**Weddings**

Time off to attend the wedding of a parent, son, daughter or of a person standing in loco parentis to the employee or to whom the employee stands in that relation (not for employee's own wedding) 1 day with pay if the wedding takes place more than ½ days journey from London, unpaid leave for an additional 1 day may be granted.

**Household Removal**

1 day with pay.

**Court Case/Inquest Attendance (Statutory Provision)**

Time off to attend as a witness in court cases/inquests as necessary with pay. Time off will not be granted in cases where the employee is the defendant.

**Attendance of Clinics**

Attendance at clinics for cancer screening e.g. for cervical, breast or prostate cancer as necessary with pay.

**Jury Service**

As necessary with pay (subject to deduction of allowances received).

**Attendance at National or Provincial Whitley Council Meetings**

As specified in National Conditions of Service as necessary with pay.

**Justices of the Peace or Members**

Up to 12 days per year with pay.

**School Governors (at other schools)**

No specified provision.

**Interviews**

Paid leave to attend interviews with other Local Authorities in order to seek another appointment up to 3 days in a year with pay.

**Presentation of Degrees**

Paid leave to attend their own degree presentation ½ day with pay.

**Examination/Revision Leave**

½ day per examination plus ½ day revision per examination (only for courses sponsored by the Authority under a post-entry training arrangement).

**Training with HM Forces/Other Emergency Organisations**

1 to 2 weeks leave with pay.

**Paternity Leave**

See Paternity Leave procedures.

**School Closures**

For absences due to emergencies which result in the closure of the school as necessary with pay.

**Family and Dependants**

Unpaid leave. For example - childcare

**Leave of Absence**

(Paid or unpaid) For consideration by the Governing Body maximum 2 months.