



ATLAS Multi Academy Trust

TIME OFF WORK GUIDANCE

Trust sub-committee: Standards Committee

Co-ordinator: Mrs M Chapman

Last Reviewed: New Policy

Next Review: Summer 2021

St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy

Signed by:
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Chair of ATLAS Board of Directors

Changes since last version: This new guidance now replaces the STAGS Leave of Absence Policy. In this policy the Headteacher or Principal will be referred to as the Headteacher.

1. RATIONALE

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| 1.1 | <p>This guidance document is designed to support the Trust in setting out our approach for dealing with requests for time off in a fair and consistent manner taking into account the educational, operational and budget needs of the school.</p> <p>It is hoped that employees will not unreasonably apply for time off during term time, as they will recognise the disruption that can be caused to learning.</p> <p>This guidance recognises that the success of the school depends on the contribution of all employees and acknowledges that a fair and effective approach contributes to staff morale.</p> |
| 1.2 | <p>This guidance relates to requests for time off work for ad-hoc or one-off events, including but not limited to:</p> <ul style="list-style-type: none"> ● Bad Weather Conditions ● Appointments, including with banks / solicitors, blood donation ● Family events, such as graduation ceremonies or weddings of close family member ● Domestic emergencies, such as a flood or damage to property ● Moving house ● Religious Observance/Festivals ● Sporting or volunteering activities <p>Included in these guidance notes are requests for other forms of time off work:</p> <ul style="list-style-type: none"> ● Annual Leave for Support Staff ● Time off for Medical reasons ● Time off for Reservists ● Time off for Trade Union duties, including safety representatives ● Time off for Public Duties, such as for jury service, court proceedings, magistrates, local councillors, or school governors |

	<ul style="list-style-type: none"> • Career breaks • Time off for dependants <p>Family Leave, including Adoption Leave, Maternity Leave, Paternity Leave, Unpaid Parental Leave, and Shared Parental Leave.</p>
1.3	This guidance applies to all employees of the school.
2. CONSIDERATIONS OF REQUESTS FOR TIME OFF WORK	
2.1	<p>Consideration should be given to requests in line with operational requirements and the needs of the Trust. A sensitive approach can help keep a good working relationship with employees and help keep the workplace productive. Each individual situation is likely to be different so the circumstances surrounding each request should be taken into account. Consideration should be given to aspects including, but not limited, to the following:</p> <ul style="list-style-type: none"> • The employees' attendance record • The number and frequency of requests for time off • The individual circumstances requiring time off during working time • The needs of the school • The consistency with other employee requests.
2.2	<p>HANDLING TIME OFF REQUESTS</p> <p>Unless there is an emergency, employees should submit any requests for time off in advance of the proposed leave dates to allow the Trust adequate time to consider it, last minute requests should only be considered in emergency or serious circumstances. Sometimes an informal meeting will need to be held with the employee to discuss their request. Records of requests and decisions should be retained on employee files.</p> <p>In an emergency, the employee must inform the Head teacher or relevant line manager by telephone and complete the form retrospectively on their return to work.</p> <p>If an employee takes time off which has not been authorised, they may be subject to disciplinary action under the Trust's disciplinary policy and procedures.</p>
2.3	<p>PAY DURING TIME OFF</p> <p>Headteachers/Principals have the discretion as to whether, if authorised, requests for time off are paid or unpaid. Whilst taking into consideration individual circumstances Headteachers should ensure fairness and consistency in their approach towards agreeing for time off and whether or not to pay employees for this time off.</p>
2.4	<p>UNPAID LEAVE AND PENSION DEDUCTIONS (LOCAL GOVERNMENT PENSION SCHEME)</p> <p>Pension contributions will not automatically be made for any periods of unpaid leave, as they are calculated according to actual pay. If an employee who takes unpaid time off wishes to request to pay an Additional Pension Contribution (APC) to cover the amount of pension 'lost' during a period of unpaid leave they should make an election to the Local Pensions Partnership within 30 days of returning to work.</p> <p>Employees can visit www.lgps2014.org/content/how-do-i-buy-extra-or-lost-pension and click the 'Buy Lost Pension' option to calculate the cost to buy back lost pension. Contact the schools' payroll provider to find out the amount of lost pensionable pay to enter into the website.</p> <p>After using the quote on the website above employees should, using the application form provided on this website, submit the application to your school's payroll provider and send a copy to the Local Pensions Partnership</p> <p>Contact the LPP on 01992 555 466 or hertsc@localpensionspartnership.org.uk with any questions about the purchase of lost pension.</p>
3. ANNUAL LEAVE FOR SUPPORT STAFF	
3.1	<p>The leave year runs from the 1 September to the following 31 August. For school-based staff working 52 weeks per year leave will normally be taken during the school holidays. Only in exceptional circumstances and with the express consent of the Headteacher can leave be taken in term time or carried forward to the next leave year. Any approved carry forward must be taken by the end of December and may be forfeited if not used by then unless there are exceptional circumstances.</p> <p>Annual leave entitlement for school-based staff working 52 weeks per year is in accordance with the following table:</p>

TABLE A			
For employees covered by the HCC Collective Agreement with effect from 01.04.12			
Grade	Less than 5 Years continuous service	5 to 10 Years continuous service	10 or more years continuous service
HB to H7	24	28	29
H8 to H9	26	28	29
M1 to M5	28	30	31
All entitlements incorporate the concessionary day			

Annual leave entitlements will be pro rata for part time staff working less than 52 weeks per year and/or less than 37 hours per week.

Staff engaged on a term time only basis will not be permitted to take leave at any other time except during school holiday periods unless express consent from the Headteacher has been given.

4. TIME OFF FOR PUBLIC DUTY

4.1 JURY SERVICE

Employees will be notified of a requirement to carry out Jury Service by letter from the courts. A copy of this letter should be given to the Headteacher and a request made for time off.

Unless the absence would have a serious impact on the business then the Trust recognises that it must approve the time off.

Employees will receive normal pay during the period of Jury Service on the condition that they complete the Certificate of Loss of Earnings or Benefit form to receive reimbursement from HM Courts and Tribunals Service. Employees will be paid as normal until the reimbursement has been processed whereupon they will provide the Trust with the Remittance Advice Slip they receive, and the Trust will make the appropriate deduction for equivalent monies from the employee's pay.

4.2 ATTENDING AS A WITNESS

Employees can be asked to attend as a witness in proceedings under both the Criminal Courts and the Civil Courts.

In such circumstances an employee may be issued with one of the following:

- A court summons or subpoena, which requires their attendance and the need for them to give evidence.
- A witness warning letter by the Police requiring them to attend court.
- A court order requiring their attendance.

Trusts must allow employees time off work to attend court proceedings if they have been issued with one of the above.

Trusts should be aware that the notice given to a witness can vary from a couple of weeks to only a few days. It is also possible that the date is postponed or cancelled any time leading up to the planned date, and even on the day itself. As an employer, it means that your employee may not have the ability to give much notice and that the agreed arrangement may be changed.

4.3 PAY ARRANGEMENTS

The Trust is not legally required to pay employees for time off to attend court as a witness. However, we will have regard to the role of court attendance in undertaking public duties, and as such may wish to pay employees for the time off in recognition that doing so can contribute to building trust and reflects good practice in employee relations.

In some cases, it may be possible for an employee to claim loss of earnings from the Court or claim for expenses for attending court. Advice for employees can be obtained from the Gov.uk website here: <https://www.gov.uk/going-to-court-victim-witness/expenses-for-going-to-court>, or from the Citizens Advice Bureau here: <https://www.citizensadvice.org.uk/law-and-courts/legal-system/going-to-court-as-a-witness1/>.

4.4	<p>ATTENDING COURT ON A VOLUNTARY BASIS</p> <p>If the employee has been asked to attend a Court hearing as a potential witness voluntarily, and wishes to do so, the Trust does not have to agree to time off work, but it is good practice to try and reach mutual agreement on how this time off can be facilitated. For example, ask an employee to take this time as annual leave (where they have time to take), or agree to unpaid time off work.</p>
4.5	<p>OTHER DUTIES PUBLIC DUTIES</p> <p>A Trust employee should be granted reasonable time off to undertake public duties associated with the following:</p> <ul style="list-style-type: none"> ● A magistrate (also known as a justice of the peace) ● A local councillor ● A school governor/trustee member ● A member of any statutory tribunal (for example an employment tribunal) ● A member of the managing or governing body of an educational establishment ● A member of a health authority ● A member of the Environment Agency ● A member of the prison independent monitoring boards ● A member of a Water Customer Consultation Panel <p>Time off is not usually paid.</p> <p>When considering reasonableness Trust's should consider the whole circumstances of the request including:</p> <ul style="list-style-type: none"> ● how much time off is required for the employee to perform the duties ● how much time off the employee has already been permitted to take for public duties or trade union duties and activities ● the effect that the employee's absence will have on the running of the Trust/School.
<p>5. TIME OFF FOR RESERVISTS</p>	
5.1	<p>Reservists are individuals who give up their spare time to train and serve alongside the Regular Forces, including the Royal Naval, Royal Marines, Army and Royal Air Force Reserves and are an important element of the nation's total defence capacity. They are called upon as individuals for their specialist skills or as ready-formed units whenever required.</p> <p>There are two main types of Reservist:</p> <ul style="list-style-type: none"> ● Volunteer Reservists - civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Territorial Army and Royal Auxiliary Air Force ● Regular Reservists - ex-regular servicemen who may retain a liability to be mobilised depending on how long they have served in the Armed Forces
5.2	<p>NOTIFICATION OBLIGATIONS</p> <p>Reservists are required to inform their Headteacher that they are a member of the Reserve Forces, and the specific force that they belong to. Reservist employees will also be required to grant permission for the Ministry of Defence (MoD) to write to the Headteacher to make sure the Trust are aware that the employee is a Reservist.</p> <p>The MoD will issue written confirmation to the employer informing them the employee is a Member of the Reserve Forces. The letter will provide detail of mobilisation obligations and rights as an employee; rights as an employer; and details of the financial assistance available if an employee is mobilised. Where possible, it will also provide details of any annual training commitments. The MoD will also send a follow-up letter each year to confirm that the information held is still accurate.</p>
5.3	<p>TIME OFF FOR TRAINING</p> <p>Reservist training normally takes place during evenings and weekends. Head Teachers may however grant up to 5 days leave at their discretion where training falls within an employee's normal working hours.</p> <p>Additionally, up to 2 weeks' per year can be granted by the Head Teacher to attend the annual training camp (10 days). Employees are required to give as much notice as possible for this training period in order for the Trust to arrange appropriate cover.</p>

	Leave may be refused if it would have an unsustainable and detrimental impact on the running of the Trust. Paid leave should only be granted if the force's unit cannot arrange exercises during holiday periods.
5.4	MOBILISATION OF RESERVISTS Mobilisation is the process of calling Reservists into full-time service to serve alongside the Regular Armed Forces on operations. The MoD aims to give as much notice as possible of mobilisation and will usually give at least 28 days' notice except in emergency situations. Employees will receive a notice of mobilisation from the MoD and should then notify the Trust without delay. The MoD will also send employers a pack containing information on their rights and responsibilities during mobilisation.
5.5	EMPLOYEE PAY ARRANGEMENTS DURING MOBILISATION In circumstances where a reservist employee is mobilised, they will not be paid by the Trust and should be placed on a Career break for payroll purposes to ensure their continuous service is not broken. If an employee who is mobilised wishes to remain in the Local Government Pension Scheme (LGPS) the Trust's payroll provider should be informed and they will calculate the amount of contributions that the employee and the MoD must pay. For Teachers, the relevant form must be completed, available online at www.teacherspensions.co.uk .
5.6	FINANCIAL ASSISTANCE FOR EMPLOYERS DURING MOBILISATION There is some financial assistance available to employers when an employee is mobilised to support with covering the employee's absence. For full details of what can be claimed and how to submit a claim please refer to the latest guidance from the Gov.uk website here: https://www.gov.uk/employee-reservist .
5.7	DELAYING OR CANCELLING MOBILISATION Employees, and employers, can request to delay or cancel mobilisation if the period of absence is anticipated to have a significant impact on the service provision of the Trust or significant financial implications. For more advice on how to apply for a delay or cancellation of mobilisation please refer to the Gov.uk website here: https://www.gov.uk/employee-reservist .
6. TIME OFF FOR TRADE UNION ACTIVITIES AND DUTIES	
This guidance deals with the right to time off work in relation to the duties and activities undertaken by Trade Union Representatives (Union Rep), and activities undertaken by individual union members. The term Union Rep is used in this guidance to cover the interchangeable titles of Union Representative, Union Officer and Union Official. This guidance applies to Trust's that have Union Reps from the following formally recognised trade unions:	
<ul style="list-style-type: none"> ● NASUWT (The National Association of Schoolmasters and Union of Women Teachers); ● NAHT (National Association of Headteachers); ● NEU (National Education Union); ● ASCL (Association of School and College Leaders); ● UNISON ● VOICE 	
6.1	TRADE UNION DUTIES Union Reps have a statutory right to reasonable <i>paid</i> time off from employment to carry out trade union duties. Union duties must relate to: <ul style="list-style-type: none"> ● Negotiations with their employer for the purposes of collective bargaining by their employer, and not for any associated employer except in certain pre-agreed circumstances; ● Negotiations related to redundancy that apply to employees of the employer; ● Duties relating to matters that fall under the Transfer of Undertakings (Protection of Employment) Regulations 2006, commonly known as TUPE; ● To represent a worker at a disciplinary or grievance hearing in the capacity of companion to that worker. The right to time off in this situation applies regardless of whether the Union Rep belongs to a recognised union of the employer or not.
6.2	TRADE UNION ACTIVITIES Union Reps and individual members of recognised unions have the right to reasonable <i>unpaid</i> time off when taking part in trade union activities. Relevant activities include: <ul style="list-style-type: none"> ● Attending workplace meetings to discuss and vote on the outcome of negotiations with the employer; ● Meeting full time officers to discuss issues relevant to the workplace;

	<ul style="list-style-type: none"> ● Voting in union elections; ● Having access to services provided by a Union Learning representative; ● Taking part in branch, area or regional meetings of the union where the business of the union is under discussion; ● Meetings of official policy making bodies such as the executive committee or annual conference. <p>There is no right to time off for trade union activities which themselves consist of industrial action.</p>
6.3	<p>TRAINING FOR UNION REPS</p> <p>Union Reps have the right to reasonable <u>paid</u> time off to undertake training on aspects of employee relations that enable them to carry out their duties related to:</p> <ul style="list-style-type: none"> ● Collective bargaining; ● Negotiations related to redundancy; ● Duties that fall under TUPE regulations. <p>The training must be approved by the Trades Union Congress or by the independent trade union of which the employee is a union representative.</p>
6.4	<p>UNION LEARNING REPRESENTATIVES</p> <p>Union Learning Representatives of a recognised union are entitled to take reasonable time off associated with this role.</p> <p>To qualify for <u>paid</u> time off the Union Rep must be sufficiently trained to carry out duties as a learning representative under one of the following:</p> <ul style="list-style-type: none"> ● either at the time when their trade union gives notice to their employer in writing that they are a learning representative of the trade union, or; ● within six months of that date. In this circumstances the trade union is required to give the employer notice in writing that the employee will be undergoing such training and when the employee has done so to give the employer notice of that fact. <p>During the six month period in which he or she is undergoing training, the Union Learning Representative must be allowed reasonable time off to perform their duties, but this <u>does not</u> need to be paid.</p>
6.5	<p>HEALTH AND SAFETY REPS</p> <p>If there is a union-appointed Health and Safety Rep or representatives elected by employees in our workplace, then there is a duty to:</p> <ul style="list-style-type: none"> ● let them have reasonable <u>paid</u> time off during their normal working hours as is necessary to carry out their functions; ● let them have <u>paid</u> time off to be trained to perform their functions, as reasonable in the circumstances. <p>For further guidance regarding the specific rights of Health and Safety Reps please contact the Trust Chief Operations Officer.</p>
6.6	<p>NOMINATED COUNTY UNION REPS</p> <p>The County Council has a Facilities Time agreement with the teaching Trade Unions and Professional Associations to provide paid time off for a limited number of county representatives. The nominated county representatives are allowed pre-agreed, time off each week to carry out their duties and the school is reimbursed from a council budget this pools resources delegated for this purpose. Further details of this agreement can be obtained from HR Services if required.</p> <p>Academy trusts may contribute to the County Council's pooled facilities time budget, this allows the trust to be covered by a county union representative rather than requiring release time for an internal representative who would be entitled to paid time off without any reimbursement. Nominated county representatives may be based in either a maintained or academy setting.</p> <p>County representatives may only be granted time off for this purpose where it is agreed with their employing school/trust, the union and there is sufficient resource available from the county council budget.</p> <p>County representatives cover a range of duties including but not limited to supporting with disciplinary and grievance hearings and collective bargaining at a county level.</p>
6.7	<p>REQUESTS FOR TIME OFF</p> <p>When considering reasonableness schools should consider the whole circumstances of the request including:</p> <ul style="list-style-type: none"> ● how much time off is required for the employee to perform the duties

	<ul style="list-style-type: none"> ● how much time off the employee has already been permitted to take for public duties or trade union duties and activities; and ● the effect that the employee's absence will have on the running of the School. <p>Union Reps should give as much notice as possible for any requests for time off and should include a short summary detailing the purpose of the time off, the intended location and the timing and duration of the time off needed. In addition, attempts should be made to schedule activities and duties to fall at times of minimal disruption for the school wherever possible.</p>
6.8	<p>ACCESS TO FACILITIES</p> <p>The Trust is not obliged to provide facilities for Union Reps, except when Union Reps are engaged in duties related to collective redundancies and TUPE negotiations, when appropriate facilities must be provided. As such it is recommended that the schools should, where practical, make available to Union Reps the facilities necessary for them to perform their duties efficiently.</p> <p>The facilities should include:</p> <ul style="list-style-type: none"> ● A confidential space where they can meet with employees, Union Learning Representatives and other union members and officers; ● Access to a telephone, email, intranet and internet that is ordinarily permitted in the workplace; ● The use of noticeboards; ● Where the volume of the Union Reps work justifies it, the use of dedicated office space.
<p>7. CAREER BREAK POLICY</p>	
7.1	<p>It is recognised that during an employees' working life there will be times when personal commitments may take priority over work e.g. bringing up children, longer term care for sick or dependent relatives, or pursuing a course of further education. The Trust may be able to accommodate such personal commitments, where operationally practicable, through career breaks. Employees should also consider flexible working requests depending on their individual needs.</p> <p>Career breaks enable employees to take an unpaid break from work for personal reasons whilst maintaining continuity of service with the Trust. The employee should try to give as much notice as possible to commence a career break (ideally 3 months) but a shorter notice can be accepted on a discretionary basis for example where a dependent needs care at short notice.</p> <p>With the exception of continuity of service all other terms of the employment contract with the Trust will be suspended. On return, at an agreed date following the career break, the employee will be able to return to the same or similar post within the Trust without competitive selection. (See below regarding restructures whilst an employee is absent on a career break)</p> <p>A career break may be considered appropriate for example:</p> <ul style="list-style-type: none"> ● to extend a period of maternity/adoption leave ● to care for dependants ● to enter full time education ● extended foreign travel <p>These reasons are not all inclusive and others may be considered, with the exception of taking up other full time paid employment.</p> <p>Employees who are on a career break may in exceptional circumstances take up a part time role for example to support a university course or extended travel. Permission must be sought from the Trust before taking this up.</p>
7.2	<p>ELIGIBILITY</p> <p>All permanent employees with at least two years continuous service with the Trust regardless of the number of hours worked are eligible to apply for a career break.</p>
7.3	<p>LENGTH OF CAREER BREAK</p> <p>The minimum length of break is 3 months, for teaching and classroom-based staff the expectation would be for this to equate to a term, and the maximum is 1 year. There is no limit to the number of career breaks an employee can take, providing they return to work at the Trust for a minimum of 2 years between each break.</p>

<p>7.4</p>	<p>PENSION DEDUCTIONS</p> <p>Pension deductions will not automatically be made during a Career Break. If an employee wishes to request to pay Additional Pension Contributions (APCs) to cover the amount of pension 'lost' during this period, they should make an election to the Local Pensions Partnership (LPP) within 30 days of returning to work. Employees can visit www.lgps2014.org/content/how-do-i-buy-extra-or-lost-pension and click the 'Buy Lost Pension' option to calculate the cost to buy back lost pension. Contact your Trust' payroll provider to find out the amount of lost pensionable pay to enter into the website.</p> <p>After using the quote on the website above employees should, using the application form provided on this website, submit the application to your school's payroll provider and send a copy to the Local Pensions Partnership.</p> <p>Contact the LPP on 01992 555 466 or hertscc@localpensionspartnership.org.uk with any questions about the purchase of lost pension.</p>
<p>7.5</p>	<p>ORGANISATIONAL CHANGE</p> <p>Consideration of planned organisational change should be taken before a career break is authorised particularly where there is potential for a reduction in posts.</p> <p>If an employee is on a career break when a restructure is being considered, every effort should be made to contact them in order for them to have input into any consultations or feedback processes. Employees may be given the opportunity to return to work early if they wish to if the temporary cover can be ended at no additional cost.</p> <p>Employees on a career break must be included in selection processes even if the Trust is unable to make contact with them.</p>
<p>7.6</p>	<p>EXTENDING THE CAREER BREAK</p> <p>If the employee wishes to extend their career break, if the break taken was to be less than one year, they must do so in writing normally giving as much notice as possible. An appropriate senior leader will consider the extension along the same lines as the original request and may grant up to 1 year in total.</p>
<p>7.7</p>	<p>CUTTING SHORT THE CAREER BREAK</p> <p>There will be no automatic right to cut short a career break, but the Trust will consider such requests from an employee if they can be accommodated.</p> <p>If the employee does not return from the career break</p> <p>If an employee does not wish to return from a career break, they should confirm this in writing at least 4 weeks' prior to their expected return date, for those employed under School Teachers Pay and Conditions of Service the appropriate notice must be given in accordance with those terms. If, on the Trust writing to the employee to confirm the return date, the employee does not respond, their contract will be terminated on that expected return date.</p>
<p>7.8</p>	<p>CONDUCT DURING A CAREER BREAK</p> <p>Employees should be aware that they remain employees of the Trust during a career break. Whilst an employees' off duty hours are their personal concern they should not put themselves in a position where their duties and private interests conflict. The standards of the Trust's Code of Conduct should be maintained during a career break.</p>
<p>7.9</p>	<p>RETURNING TO WORK AFTER A CAREER BREAK</p> <p>When an employee returns to work following a career break, they may need support in order to integrate. This should include:</p> <ul style="list-style-type: none"> ● updating them on any changes that may have occurred in the Trust ● going through work plans and priorities ● setting up meetings with colleagues to update on work that has been done/is being done ● ensure the returnee undertakes any statutory update training specifically relating to safeguarding ● register the returnee on any relevant training and skills development courses <p>It is also important that the returnee review important documentation and policies to understand changes.</p>

8. TIME OFF FOR DEPENDANTS

The Trust recognises that there will be occasions where employees are faced with emergency situations involving dependants where they may need to take time off work.

This guidance explains the right to take time off to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements.

8.1	ELIGIBILITY This applies to all employees of the Trust. A dependant is defined as: <ul style="list-style-type: none">● a spouse● a civil partner● a child● a parent● a person who lives with the employee other than as their employee, tenant, lodger or boarder● any other person who would reasonably rely on the employee for assistance if they fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury● in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the employee to make arrangements for the provision of care.
8.2	CIRCUMSTANCES IN WHICH RIGHT TO TIME OFF FOR DEPENDANTS APPLIES All employees (irrespective of length of service, and whether they are part time or full time) are entitled to take a reasonable amount of time off during working hours to take necessary action: <ul style="list-style-type: none">● to provide assistance when a dependant falls ill, gives birth or is injured or assaulted● to make arrangements for the provision of care for an ill or injured dependant● in consequence of the death of a dependant● because of the unexpected disruption or termination of arrangements for the care of a dependant● to deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment.
8.3	PROCEDURE An employee who needs to take time off for dependants should contact their Headteacher/Line Manager at the earliest opportunity. If the employee becomes aware of an emergency situation while at work, they should immediately speak to their Headteacher/Line Manager about leaving work early. The employee should explain: <ul style="list-style-type: none">● the reason for the absence; and● how long they expect to be absent from work. If the Headteacher/Line Manager is unavailable, they must speak to a member of the Senior Leadership Team. If the employee is not at work and is unable to contact the Headteacher/Line Manager before taking time off for dependants, they should contact them as soon as possible. The employee must inform the Headteacher/Line Manager as soon as possible of any change in the anticipated date of their return to work.
8.4	PAY There is no statutory entitlement to receive pay while taking time off for dependants.
8.5	NON-TEACHING STAFF Emergency paid leave of up to 5 days per year can be granted to allow for the care of sick children and for carers leave.
8.6	HOW MUCH TIME CAN BE TAKEN OFF? The right to time off for dependants will, in most cases, be one or two days. The employee must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If the employee is unable to make alternative arrangements, they must contact the Headteacher/Line Manager and explain why further absence is required.

8.7 OTHER TYPES OF LEAVE

Time off under this policy is intended to be for the employee to deal with emergency situations involving dependants. Once the immediate emergency has been taken care of, the employee is expected to return to work or, if further time off is necessary, request to take it as another form of leave. Authorisation of further leave is at the school's discretion.