



Woolwich Polytechnic School

PolyMAT

Additional Entitlements to Paid and Unpaid Leave

January 2017

This policy applies to employees of the School only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The School reserves the right to amend this policy at any time.

This Policy should be read in conjunction with the School's Annual Leave, Maternity, Adoption, Shared Parental, Parental, Paternity and Time Off for Dependents policies.

There are two separate issues involved in the granting of additional leave: whether or not it should be permitted and, if it is, whether or not salary should be paid. It is the responsibility of the Head Teachers to make decisions regarding leave, and whether the leave should be paid. Every effort must be made to ensure that fairness and equity is applied when making such decisions.

This policy does not contain an exhaustive list of reasons as to why additional leave may be requested by employees. However, leave for a reason not listed below may also be granted at the absolute discretion of the Head Teachers. All decisions must be based on an objective approach, applied consistently and a record kept of the reasons on which each decision is based.

Employees seeking any additional paid or unpaid leave should submit their requests for time off (and the reasons for the request) in writing to the Business Manager, providing reasonable notice of the request (please see policy below for specific requirements).

Bereavement and Compassionate leave

Bereavement leave is designed to help you cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

Compassionate leave is designed to help you where you need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill.

Close relatives are a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister or brother or sister-in-law.

You may be granted up to:

- 5 days' paid Compassionate and/or Bereavement Leave in any 12-month period,

at the discretion of the School after careful and sympathetic consideration has been given to the circumstances of the case.

The School may exercise its discretion to grant either paid or unpaid Compassionate or Bereavement leave in respect of any other relative or close friend, depending on the circumstances of each case.

If you are unable to return to work following a period of Bereavement or Compassionate leave you should contact the Head Teachers. It may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

The School recognises that it may not always be possible to request Bereavement or Compassionate leave in advance. However, where possible you should make a request to the head Teachers in writing giving the reasons for your request and the number of days' leave you would like to take. Where it is not possible to request leave in advance you should contact the Head Teachers as soon as possible.

In exceptional circumstances the School may refuse a request for Compassionate or Bereavement leave.

Dental and Medical Appointments

Routine dental and medical appointments are not subject to the rules governing sickness absence. Where possible, such appointments should be arranged outside employee's normal working hours or at the very beginning or very end of the working day to minimise disruption.

Any time taken off for such routine appointments may be either paid or unpaid at the discretion of the Head Teachers. Any time off will be considered as unauthorised, unless taken with prior written authorisation from the School, which is again at the discretion of the Head Teachers. The Head Teachers will keep a record of such appointments for absence monitoring purposes.

Time Off to Receive Ante-natal Care

Pregnant employees are entitled to take reasonable time off with pay during working hours to receive ante-natal care. The School may require an employee who wishes to take time off for this purpose to provide medical certification of her pregnancy and an appointment card (with the exception of the first appointment).

Maternity Leave

Eligible employees will be entitled 26 weeks of Ordinary Maternity leave and 26 weeks of Additional Maternity Leave with pay at the current rate of statutory maternity pay.

Employees should refer to the School's Maternity Leave policy for further details on the Occupational Maternity scheme and further guidance on maternity leave.

Paternity Leave

Eligible employees are entitled to take either one week or two consecutive weeks' Paternity Leave following the birth of their child in order to care for the child or support its mother. The first week to be paid at full contractual pay and at the statutory rate for the second week.

Employees who have a "qualifying relationship" with a pregnant woman or her expected child are also entitled to take paid time off during working hours to accompany a pregnant woman to antenatal appointments, which is limited to no more than two occasions lasting no more than six and a half hours each.

Employees should refer to the School's Paternity Leave policy for further guidance and eligibility criteria.

Adoption Leave:

Eligible employees are entitled to up to 52 weeks' adoption leave and 39 weeks adoption pay if adopting a newly placed child. Where a couple adopts a child jointly, only one adopter can take adoption leave. The couple can chose which parent takes leave; the other parent may be able to take paternity leave, parental leave, or shared parental leave.

Employees should refer to the School's Adoption Leave Policy for further guidance and eligibility criteria.

Parental Leave:

Eligible employees are entitled to statutory unpaid parental leave in relation to a child (under the age of 18) that the employee has or expects to have parental responsibility for. The right applies in respect of each child and should ordinarily be taken in blocks of one week. A maximum of four weeks of parental leave can be taken in any one year.

Employees should refer to the Schools Parental leave Policy for further guidance and the eligibility criteria.

Shared Parental Leave (SPL)

Shared Parental Leave will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed.

The option to 'opt in' to Shared Parental Leave applies for parents who meet the eligibility criteria.

SPL allows parents to take up to 52 weeks leave in total on the birth of a child, less the two weeks' compulsory maternity leave. A partner will not have an autonomous right to SPL; this right will only arise if the mother chooses to curtail her statutory maternity leave and share her remaining entitlement.

Employees should refer to the schools Shared Parental Leave (Birth) and/or Shared Parental Leave (Adoption) Policy for further guidance and eligibility criteria.

Time Off For Dependants:

All employees have the right to take a reasonable amount of unpaid time off work to deal with certain unforeseen situations affecting their dependants.

Employees should refer to the School's Time off for Dependants Policy for further guidance and eligibility criteria.

Jury Service

If an employee is required to attend court for jury service, he or she should notify his or her Line Manager, Head of Department and the Business Manager of the date and estimated length of absence immediately on receipt of the jury summons.

The amount of time off will be granted subject to provision of appropriate evidence in the form of the original jury summons.

Employees are reminded that they can submit a claim to the court for travelling and food expenses and for loss of earnings. The court will supply the employee with a form which they should ask the Business Manager to complete for them giving details of their rate of pay. Once complete, employees should take this form to the court with them on their first day of Jury Service.

On the first day of return after Jury Service, the employee should give his or her Line Manager, Head of Department and Business Manager details of all the days or half days they were actually in court.

Public Duties

If an employee requires time off to perform a public duty, for example, as a member of a local authority or governing body of an educational establishment, the reserve armed forces or retained fire fighters, any period of paid or unpaid time off granted will be at the School's absolute discretion.

Time Off in Redundancy Situations

Employees under notice of dismissal for redundancy and who will have at least two years' service on the date that the notice expires are entitled to a reasonable amount of paid time off to look for other work or to make arrangements for re-training.

Time off to attend interviews

Where an employee is not under notice of dismissal for redundancy the School may permit up to 2 days of paid leave to attend interviews. However, any time off to attend interviews must be approved in writing by the Head Teachers and is at the Head Teacher's absolute discretion, bearing in mind the operational requirements of the School. If you wish to take time off to attend an interview you must contact your Line Manager and complete a Leave of Absence request, giving as much notice as possible of the interview to ensure that any necessary cover can be arranged should the leave be granted by the Head Teachers.

Time off to carry out Trade Union Duties

Employees who are trade union officials, shop stewards or trade union representatives elected in accordance with the rules of the trade union, and who are concerned with employee relations at work, have the right to request reasonable time off with pay during working hours to carry out trade union duties and undergo relevant training for those duties. Any request for such time off must be made in writing to the Head Teachers, providing at least two weeks' notice.

This entitlement applies only to independent trade unions recognised by the School for collective bargaining purposes.

Time off for Health and Safety Representatives

Under the Health and Safety at Work Act 1974 (as amended) a recognised trade union may appoint, or employees may elect, safety representatives from amongst the School's employees. These representatives are entitled to carry out relevant activities during what would otherwise be normal working hours.

Time off to take part in Trade Union Activities

An employee has the right to request a reasonable amount of time off without pay to take part in the activities of his or her trade unions where the union is an independent trade union recognised by the School for collective bargaining purposes. Any request must be made in writing to the Principal, providing at least two weeks' notice.

Secondment

This is prolonged leave of absence concerning mainly the teaching staff, which allows a teacher to work for another school or organisation. The teacher returns to his or her job at the end of the secondment. Secondments which last a long time may cause problems of reintegration into the School on the teacher's return so the School will need to consider very carefully any request to be absent for more than a year. The granting of any secondment will be at the absolute discretion of the School.

The terms of remuneration during a secondment will usually be agreed with the receiving organisation and will be at the absolute discretion of the School.

Religious Festivals and Observance

Employees who have particular religious or cultural needs which conflict with normal working arrangements may be allowed to take annual leave or unpaid leave subject to service needs, or working arrangements may be adapted to enable such needs to be met where reasonably practicable. Staff wishing to take leave in accordance with their religious beliefs should submit a Leave of Absence request to the Head Teachers in advance of the time off requested, giving as much notice as possible and not less than two weeks' notice. Leave will be granted dependant on the levels of pre-planned absence for that day.

Time off to Train

The School is committed to developing the skills of our employees and recognises that training can benefit the School and our staff. Staff should receive training appropriate to their role, subject to operational and budgetary considerations.

An Assistant Head Teacher is responsible for identifying and monitoring staff training and development needs on an on-going basis.

The School recognises that employees may still have a wish to further develop their skills. Eligible employees of organisations that employ more than 250 people, have a statutory right to request time off work for study or training.

Employees who wish to undertake any form of training relevant to their role should raise the matter informally with their Line Manager/Head of Department in the first instance.

For further information please refer to the School's Time off to Train Policy.

Examination Leave

Examination leave to sit an exam may be given at the School's absolute discretion for qualification and short courses.

Holidays during term time

Leave for the purpose of taking holidays in term time will not usually be granted. It is expected that all holidays will be arranged outside of term time except in exceptional circumstances. In those exceptional circumstances, if leave for this purpose is granted, it will be unpaid. Any requests for such leave should be made to the Head Teachers in writing as soon as is possible and no later than 4 weeks before the holiday is due to take place.

Moving House

Leave for the purpose of moving house, where this has not been possible to arrange on a weekend or during school closure periods will not usually be granted. It is expected that arrangements to move house will be made outside of term time except in exceptional circumstances. In those exceptional circumstances, if leave for this purpose is granted, it will be unpaid. Any requests for such leave should be made to the Principal in writing as soon as is possible and no later than two weeks before the day of leave is requested.

Time off in term time for events of close relatives:

The School appreciates that there may be exceptional events of a close relative that may fall during term time, for example a wedding, graduation or passing out parade for military service.

For the purposes of this section of the policy a 'close relative' is defined as spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister.

Leave for any exceptional/one off events may be granted at the absolute discretion of the Head Teachers, bearing in mind the operational requirements of the School at the time of the event. If leave for this purpose is granted, it will be unpaid. Any requests for such leave should be made to the Head Teachers in writing as soon as is possible and no later than two weeks before the day of leave is requested.