

## Time Off and Work Life Balance Guidelines

A summary of types of special leave and family friendly guidelines for supporting employee wellbeing.

**Where Head Teachers are referred to in this document this includes anyone else who may have line management responsibilities.**

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## 1. Introduction

The schools special leave and time off provisions and family friendly policies have been introduced to improve work life balance, school delivery and support employee wellbeing.

This guide provides a brief summary of the schools leave provisions; it also explains the application process for requesting flexible / part time hours. This has been put together to help both employees and Head Teachers judge which option is most suitable for the employee and school delivery and to encourage fair and consistent decision making.

Whilst it is understood that working in a school can present challenges to flexible working, all our employees can benefit from family friendly policies and special leave provisions. It is important to be aware that an employee who is not supported during a period of crisis may end up taking sick leave at a later date.

It is important that all employees are made aware of these leave provisions and have access to these guidelines.

**Head Teachers should also refer to the Employee Handbook for non-teaching employees and Teachers Terms and Conditions.**

Because teachers and non-teaching staff have different terms and conditions, different entitlements apply in some areas of leave

### 1.1 *Teachers working time*

A Teacher employed full-time must be available for work for 195 days in any school year. 190 of those days must be days of which he/she may be required to teach pupils and perform other duties and 5 days must be days on which he/she may only be required to perform other duties. The same applies for a Teacher employed part-time, except the number of hours he/she must be available for work must be a proportion of full-time hours.

In addition to the hours a teacher is required to be available for work, he/she must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties.

### 1.2 *Approval arrangements*

The administration of the policy for leave of absence is managed by Head Teachers. Any appeals against a decision, where the Local Authority is the ultimate employer, should be sent to the Assistant Director of Learning and Skills or their representative. Further information on the appeal process can be found at the end of this document.

If extensions of leave are sought beyond the limits set out in this document, approval must be sought from the Assistant Director of Learning and Skills or their representative who has the discretion to decide based on the merits of the application. Assistant Director of Learning and Skills or their representative will be the final arbitrator of decisions made under the leave of absence provisions.

The approval for leave of absence is not a power delegated to the Governing Body under Local Management of Schools

### **1.3 Head Teacher requests**

The Head Teacher's leave of absence, where the Local Authority is the ultimate employer, should be assessed by the Assistant Director of Learning and Skills or their representative, where appropriate in consultation with the Authority. Aided and Foundation Schools should ensure the LA policy is adapted or adopted or alternative school policies are agreed by the Governing Body.

## **2. Right to request flexible working**

All employees who have been employed by the employer for a minimum of 26 weeks have a statutory right to make an application for flexible working arrangements. The employee is entitled to submit one formal (statutory) flexible working request in a 12-month period (an employee is entitled to additional requests if they relate to a statutory entitlement, for example under the Equality Act, whereby there is a right to request reasonable adjustments).

Employees who do not meet the eligibility criteria to make a formal (statutory) flexible working request, but who want to make changes to their working arrangements, may make an informal request to the Head Teacher, who will consider the request according to the business and operational requirements of the school.

*Please refer to the Flexible Working Procedure for Teaching and Support Staff for further information.*

### 3. Family friendly policies

There are a number of provisions available for employees to use in circumstances where they may be about to start a family or have caring responsibilities for a dependant. These provisions include not only statutory entitlements but additional entitlements given to school employees.

#### 3.1 *Maternity Leave*

**Summary:**

The Maternity Procedures and Guidelines provide support and leave for pregnant employees.

All pregnant employees are entitled to maternity leave. The entitlement to pay is dependent on length of continuous service. Paid leave, where eligible, can be shared between parents (see Shared Parental Leave). Further information can be found in the guidelines.

**Leave Entitlement:**

Up to 52 weeks leave

#### 3.2 *Parental Leave*

**Summary:**

The statutory entitlement to Parental Leave is a right for parents to take time off work to look after a child or make arrangements for the child's welfare. This entitlement is dependent on length of continuous local government service.

**Eligibility:**

Employees with a child under the age of 5 (or 18 in particular circumstances).

**Leave entitlement:**

Parental leave is unpaid. Employees are entitled to 18 weeks' leave for each child and adopted child, up to their 18<sup>th</sup> birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child.

Parents can take the leave in short or long blocks up to a maximum of 4 weeks per child per year – the leave must be taken in whole weeks (e.g. 1 week or 2 weeks). A 'week' equals the length of time an employee normally works over 7 days.

Parental leave applies to each child not to an individual's job. For example, an employee is entitled to 18 weeks in total and they've used 10 weeks with a previous employer. They can use up to 8 weeks with their new employer.

### **3.3 Paternity leave**

**Summary:**

Any nominated carer of a pregnant woman at or around the time of birth is eligible to request paternity leave to support her during the birth of her child.

**Eligibility:**

Been employed with the school/council for at least 26 weeks by either the end of the 15<sup>th</sup> week before the start of the week when the baby is due or for adoption the end of the week the employee is matched with the child

**Leave entitlement:**

2 weeks paid leave in addition to normal leave allowance. It cannot be odd days off, it must be taken in a block of two consecutive weeks or two one week blocks.

### **3.4 Shared Parental Leave**

**Summary:**

Statutory entitlement – further details on [www.gov.uk](http://www.gov.uk) (search for Shared Parental Leave).

Shared Parental Leave and Pay helps eligible parents to combine work with family life. Parents can share up to 50 weeks of leave and up to 37 weeks of pay and choose to take the leave and pay in a more flexible way.

Eligible parents can be off work together for up to 6 months or alternatively stagger their leave and pay. The leave is 'created' when a mother or adopter ends or commits to ending their maternity or adoption leave.

To be eligible, one or both parents will have started working for their current employer from around the time that the mother became pregnant (or in the case of adoptions, 6 months before the adopter was matched with a child).

Each parent must consent to the other taking their leave and pay. To check pay entitlements contact [HD-OnePay@kirklees.gov.uk](mailto:HD-OnePay@kirklees.gov.uk)

### **3.5 Adoption Leave**

#### **Summary:**

The Adoption Leave Policy and Guidelines concerns employees who are in the process of adopting a child/teenager and provides details of their entitlement to a mix of paid and unpaid leave to accommodate the settling in period for the new family.

Any employee (man or woman) who is undertaking an adoption is eligible. However, the provision cannot be applied to both adoptive parents.

#### **Eligibility:**

Any employee (man or woman) who is undertaking an adoption (subject to criteria) is eligible. However, the provision cannot be applied to both adoptive parents.

#### **Leave Entitlement:**

Up to 52 weeks leave

### **3.6 Compassionate Leave**

#### **Summary:**

Compassionate leave may be requested for a number of reasons such as bereavement, a personal crises or an emergency.

#### **Eligibility:**

All school employees.

#### **Leave Entitlement:**

Compassionate leave is paid leave, and there is no set maximum or minimum entitlement. The amount of time taken as leave is agreed between the Head Teacher and employee and subject to the needs of the service and individual circumstances. For most cases, we would expect that one/two days should be sufficient to deal with the problem. Dependent on the circumstances, time off agreed could be a combination of compassionate and dependents leave. As outlined in 4.19, the Head Teacher may agree for the requested time off to be unpaid time off work, or agree to a combination of compassionate and unpaid leave.



### **3.7 Time off for Dependants**

**Summary:**

All employees have a statutory right to unpaid time off work to deal with emergencies involving a 'dependant' and to make any arrangements that are needed. A dependant can be a husband, wife, partner, child, parent, or anyone living in your household as a member of your family. A dependant may also be anyone who reasonably relies on you for help in an emergency. An emergency could be any unexpected or sudden problem involving someone who depends on you for help or care.

**Eligibility:**

All employees

**Leave entitlement:**

Dependants leave is normally unpaid, and the amount of time taken is agreed between the Head Teacher and employee and subject to the needs of the school and individual circumstances. Other arrangements can also be considered, such as flexible working. Dependent on the circumstances, time off agreed could be a combination of compassionate and dependents leave.

### **3.8 Parental Bereavement Leave**

**Summary:**

Parental Bereavement Leave provides a minimum leave entitlement for any parent who has tragically lost a child under the age of 18, or who have suffered from a stillbirth after 24 weeks. This can be used in conjunction with other leave such as compassionate leave and such circumstances are expected to be dealt with sensitively and empathetically by the Head Teacher. "A parent" can include not just biological parents or adoptive parents but also partners of parents where there has been a sustained relationship.

**Leave entitlement:**

An employee can take up to 2 weeks Parental Bereavement Leave in blocks of one week or as one block of two weeks. This can be taken at any time within the first 56 weeks of the child's passing.

An employee must give notice of leave as soon as possible to do so, however from the 56<sup>th</sup> day of the child's passing, one week's notice must be given.

Where employees have accrued 26 weeks' continuous service at the time the leave is taken, Parental Bereavement Leave will be paid. For recording purposes, employees are required to notify their manager in writing within 28 days of the paid Parental Bereavement Leave starting providing the following information;

- Their name
- Relationship to the child who has passed
- The date the child has passed
- Start and end date of the parental bereavement leave period the employee is intending to take
-



### **3.9 Fostering Leave**

#### **Summary**

Following an initial assessment, an employee who goes forward to the approval process to become a foster carer (which involves undertaking an assessment, attending meetings and training sessions) will be entitled to up to 8 days paid leave to attend any required sessions.

Following approval and to help a new placement settle into their new environment, an employee can take up to 5 days paid leave (maximum of 5 days paid leave in 12 months). This can include time to attend meetings and assessments in relation to any child/children placed with them. This is only applicable to new placements.

#### **Eligibility**

Any employee who is undertaking the approval process to become a foster parent or who has accepted a foster placement is eligible. However, if both foster parents work for the council/school, the provision cannot be applied to both employees.

Foster carers are eligible for consideration to the same flexible working arrangements granted to parents to meet the demands of their caring responsibilities e.g. reduction in working hours.

#### **Leave Entitlement**

Up to 8 days paid leave to attend initial assessment sessions

Up to 5 days paid leave in 12 months settling period.

### **3.10 IVF Treatment**

#### **Summary:**

We recognise the emotional pressure of undergoing IVF treatment and understand the potential anxiety and distress which individuals may suffer during the process. We will support employees undergoing IVF Treatment and partners of someone undergoing the treatment as much as reasonably possible during the process.

**Eligibility:** All employees undergoing fertility treatment.

#### **Leave entitlement:**

Applications for time off for IVF/fertility treatment will be dealt with promptly, sympathetically and in the strictest confidence. In the first instance employees will be expected to use flexible working arrangements or annual leave but management will also consider applications for unpaid or paid leave which will be recorded as Medical, Dental and Hospital leave (NOT recorded as sick leave).

Any sickness relating to IVF/Fertility treatment in excess of the leave granted will be recorded as sickness absence and managed under the Attendance Management Policy.

#### **4. Other Types of Leave/Time Off**

In addition to the leave policies already mentioned in this document, there are a number of provisions available for employees to use in circumstances where they may have urgent and unforeseen needs to take time off outside of school holidays.

In most cases requests for special leave should be made in writing to the Head Teacher but we understand that in cases of an emergency this may not be possible.

When considering special leave the following guidelines apply:

- An agreed period of special leave is subject to the Head Teacher and employee agreeing the period of 'time off' prior to it being taken, where possible, emergencies aside.
- The amount of time off should be 'reasonable' and consideration given to the employee's circumstance at the time of request
- Head Teachers will ensure that the rationale behind the decision granting special leave is fair and consistent
- The granting of special leave should be balanced with other working practices such as use of flexible working and adequate cover arrangements
- The Head Teacher is responsible for maintaining records and notifying payroll of all absences paid or unpaid
- Overall attendance record

##### **4.1 Extended Leave**

###### **Summary:**

The Extended Leave Procedure and Guidelines has been introduced to help employees achieve work life balance. Extended leave is an agreed period of unpaid leave for employees who wish to take a block of time away from work.

###### **Eligibility:**

Employees must have 1 year's continuous service with the council/school. No more than 2 periods of extended leave will be granted in a 5 year period.

###### **Leave Entitlement:**

Up to 52 weeks

## **4.2 Jury Service**

### **Summary:**

Employees undertaking jury service must be granted the time off work.

Employees claim from the courts for any loss of earnings. When the employee receives a summons for Jury service they need to send the paperwork to Payroll/Personnel (HD-OnePay@kirklees.gov.uk), they will then complete the loss of earnings part.

Once the employee receives the remittance/payment from the court they need to send payroll a copy and they will then deduct the amount they have been given for loss of earnings (this is capped at a maximum daily amount – so the council only takes off what the court have actually paid – and any expenses or childcare are the employees to keep).

If an employee does not send confirmation of the payment within 2 months there is a chance that payroll would assume they have been paid, and make a deduction (that may be higher than the payment), so it is important that employees send the paperwork in on time.

### **Eligibility:**

All employees

## **4.3 Blood donations and other medical donations**

### **Summary:**

Time off work to make a blood donation or similar donation.

### **Eligibility:**

All employees

### **Leave entitlement:**

Reasonable time off to make a blood donation or other similar donations including travel time. Arrangements for time off will be made in discussion with and at the discretion of the Head Teacher and will be granted subject to the needs of the school. Where possible flexible working arrangements should be used.

In the case of granting paid time off for other medical donations Head Teachers will be required to consider the individual circumstances of the case and the needs of the school.

#### **4.4 Time off to attend interviews**

**Summary:**

Employees requiring time off work to attend an interview

**Eligibility:**

All employees can apply for time off for an interview

**Leave entitlement:**

There is not an entitlement to this leave but the Head Teacher will consider reasonable requests and make a decision based on the needs of the school and the individual. However, if the employee concerned has been identified as 'at risk' of redundancy then, they will be eligible for reasonable paid leave to attend an interview. This would be agreed locally at management discretion.

#### **4.5 Time off to attend professional courses**

**Summary:**

Time off for work related professional courses related to career development.

**Eligibility:**

All employees

**Entitlement:**

There is no entitlement to leave although Head Teachers will use their discretion when considering paid/unpaid leave

#### **4.6 Examination / study leave / award ceremonies**

**Summary:**

Employees requiring time off work for further education to further or support their career within the school.

**Eligibility:**

All employees taking further education can request leave.

**Leave entitlement:**

**Non-Teaching employees:** There is not an entitlement to leave. Employees are expected to use a combination of flexible working, paid and unpaid leave for examinations, study leave and award ceremonies. A Head Teacher may use their discretion when considering such requests.

**Teachers:** Studying for an examination not related to work as a teacher – leave as may be considered necessary, without salary for up to six days. For University graduation ceremony: self or any member of teacher's immediate family receiving degree – one day, with salary.

Studying for an exam related to being a teacher ½ day per paper on days immediately prior to examination. **Non Teachers:** The Head Teacher can use their discretion to grant paid / unpaid leave.

#### **4.7 School examinations (Teachers only)**

**Summary:**

For attendance at Panel or examiners' meetings connected with public examinations

**Eligibility:**

All teachers

**Entitlement:**

Reasonable absence for sitting an approved examination or for attendance at panel or examiners meeting connected with public examinations – 10 days for chief examiners and moderators and 5 days for assistant examiners and moderators.

#### **4.8 Approved Visits to other education establishments – individual requests**

**Summary:**

Approved visits to other education establishments.

**Eligibility:**

Teachers

**Leave entitlement:**

Normally up to 2 days annually

#### **4.9 Election duties**

**Summary:**

Employee's assisting at elections as a Presiding Officer, Poll Clerk or Counting Clerk, within a constituency area administered by this authority, is granted reasonable paid leave of absence. This is agreed locally at management discretion.

**Eligibility:**

All employees

**Leave entitlement:**

An employee, who is a candidate for Parliamentary and European Elections, may take two weeks' unpaid leave of absence and one weeks' paid leave of absence to conduct a campaign. An employee, who is a candidate for Local Government Elections, may take unpaid leave of absence on the day of the Poll.

#### **4.10 Religious and Cultural Leave / Religious Observation**

**Summary:**

We do not have a specific policy for religious observance however employees can make requests for time off for the purpose of observing a religious festival.

**Eligibility:**

All employees can request religious and cultural leave

**Entitlement:**

There is not an entitlement to this but the Head Teacher will consider reasonable requests sensitively and make a decision based on the needs of the school and the employee. Any time off granted will be unpaid unless Head Teachers are able to use and agree to flexible working to accommodate the time off, for example arranging inset days during religious festival times, one-off/discretionary flexi time to be made up at a later time or time in lieu

**Reference to the schools extended leave policy may be appropriate in some cases**

#### **4.11 Weddings/Marriage Ceremonies**

**Summary:**

Time off work to attend a wedding or marriage ceremony

**Eligibility:**

All employees

**Entitlement non teacher:**

There is no entitlement to paid time off for weddings / marriage ceremonies however Head Teachers may use their discretion to grant leave.

**Entitlement teacher:**

If it is for a member of the teacher's immediate family they can request up to 2 days, one with pay.

For non-immediate family members teachers can request up to 2 days without pay.

**N.B. Leave of Absence for a Teachers own wedding is only granted in exceptional circumstances and will be without Pay.**

#### **4.12 Moving House**

**Summary:**

Time off to deal with moving house

**Eligibility:** all employees

**Entitlement non teacher:** There is no entitlement to paid time off however Head Teachers may use their discretion to grant leave where the moving house day is on a school day and on the employees' normal working day.

**Entitlement teacher:** Maximum one day with salary where the moving day is on a school day and on the employees' normal working day, however Head Teacher may use discretion to grant further unpaid leave.

#### **4.13 Driving test**

**Summary:**

Time off to attend a driving test.

**Eligibility:**

All employees

**Entitlement non teacher:**

There is no entitlement to paid time off driving test however Head Teachers may use their discretion to grant leave.

**Entitlement teacher:**

It is expected that in most cases employees will be able to take their test outside of school hours. However under exceptional circumstances and at the discretion of the Head Teacher, they may be granted up to half a day with salary.

#### **4.14 Bad Weather and other disruptions**

**Summary**

When a member of staff who has taken every reasonable step to get to school is delayed or prevented from attending work due to bad weather, public transport disruption or similar circumstances a flexible approach needs to be taken with how to make up any lost time.

If the school is to close due to weather disruptions, staff should always follow the advice and guidance given by their Head Teacher which should be reasonable and proportionate. At these times Head Teachers and staff should discuss as soon as possible how any absence should be treated.

**Eligibility**

If a Head Teacher decides to close a school then the employee should be paid as usual. Flexibility is the key here as staff could work from home to fulfil their statutory obligations of working a 195 days. If a member of staff has made it into school but is delayed due to bad weather then penalising them should not take place as they have made the effort to get into school.

**Entitlement**

Where a school is unable to open for pupils, it may nevertheless be feasible for school staff to attend their normal place of work in order to engage in professional activities and Head Teachers will be expected to consider this option before the decision to close the school entirely, or partially, is taken. School staff should check the position with the Head Teacher.

Where an employee has a disability and the nature of their impairment could put them at risk in attempting to get to work in bad weather, appropriate arrangements will be made.

Please refer to the current School Closure guidelines.

Decisions with regards staff attendance/absence taken should be reasonable, fair and consistent, to reduce the risk of claims of discrimination and/or constructive dismissal.



#### **4.15 Reasonable Adjustment Leave**

**Summary:**

Employees with a disability who require time off from work for medical dental or hospital treatment related to their disability can be granted reasonable adjustment leave. This can cover a number of circumstances such as medical assessment, treatment, counselling, physiotherapy, emergency treatment, surgery etc.

**Entitlement:** The leave is usually paid but is subject to individual circumstances and may be a combination of paid, unpaid and flexible working.

Please refer to the How to Support Disabled Employees Guidelines.

#### **4.16 Elective Surgery (cosmetic surgery)**

**Summary:**

Time taken off work for elective surgery

**Eligibility:**

All employees

**Leave entitlement:**

Individuals who choose to undergo surgery for purely cosmetic enhancement reasons, must take/apply for annual, or special leave. Any special leave taken will be unpaid.

If, an employee has been prescribed cosmetic surgery to rectify a medical problem or disfigurement, and that surgery is provided under the NHS (or the individual chooses to have the operation privately to speed up the process), then they will be recorded as being absent due to sickness for the period of the operation and recovery time.

If there are any complications with the operation and the employee is consequently too unwell to come to work then, subject to a medical certificate, this period of illness following the operation will be classed as sick leave

Factors to consider when authorising special leave without pay

- The length of time the employee will be absent from work
- The impact on business delivery
- Length of service

#### **4.17 Dental, Medical and Hospital Appointments**

**Summary:**

Time taken off work to attend a medical, dental or hospital appointment. It can cover a number of circumstances such as medical assessment, treatment, counselling, physiotherapy, emergency treatment, surgery etc. This is usually unpaid. Where possible employees will be expected to take such leave in their own time but there may be circumstances whereby this is not possible and a Head Teacher agrees to paid leave.

**Eligibility:**

All employees can request leave.

**Leave entitlement Teacher:**

As per the Teachers National Conditions this type of leave is paid however, there is an expectation that teachers, where possible, make appointments outside of school hours.

**Leave entitlement Non Teacher:**

This is subject to individual circumstances. Employees would be expected to arrange appointments outside of school hours, where possible. This can be unpaid or paid leave dependant on the needs of the service and individual circumstances. If any medical treatment prevents an employee from coming into work for a period of time, this time off would be recorded as sick leave. If the dental, medical and hospital leave is related to a disability you should refer to the section on Reasonable Adjustment leave.

#### **4.18 Service with another public body**

**Summary:**

Employee's attending meetings and other duties as a member of a local, regional or public authority.

- justice of the peace
- member of a local authority
- member of a police authority
- member of any statutory tribunal
- member of a relevant health body
- member of the managing or governing body of an educational establishment
- member of the governing body of a further or higher education corporation
- member of a school council or board in Scotland
- member of the Teaching Agency for England and Wales
- member of the Environment Agency or the Scottish Environment Protection Agency
- in England and Wales, prison independent monitoring boards, and in Scotland, prison visiting committees
- member of Scottish Water or a Water Customer Consultation Panel

**Leave entitlement:**

Reasonable time off will normally be allowed within flexible working arrangements except where working patterns prevent it. In the case of councillors, reasonable leave is paid and the legal maximum allowable paid time off is 208 hours.

#### **4.19 Unpaid Leave**

**Summary:**

The Head Teacher may allow unpaid leave for some circumstances not covered by the other categories in this document. Paid leave may be granted in exceptional circumstances. (Incorporates tragic circumstances, transport failure, urgent private or family business, and participation in major sporting event).

**Eligibility:** All employees can request unpaid leave

**Teacher entitlement:**

Unpaid leave up to six days

**Non teacher entitlement:**

There is not an entitlement however the Head Teacher can use their discretion to grant paid / unpaid leave.

#### **4.20 Exceptional Circumstances (Teachers only)**

**Summary:**

Circumstances not covered by the categories in this document. The Head Teacher should make a recommendation and refer to the Assistant Director of Learning and Skills or their representative who may grant leave after considering the merits of the application.

**Entitlement:** no set guidelines

#### **4.21 Reserve Forces**

Employers who are members of the reserve forces fall into two categories:

- Reservists – civilians recruited into any of the three Reserve Forces; Royal Naval and Royal Marine Reserves; Territorial Army and the Royal Auxiliary Air Force.
- Regular Reservists – ex-Regular Service Personnel who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

The Council is committed to granting additional paid leave of 10 days per year to Reservists specifically to enable them to attend their annual camp.

Additional unpaid leave of up to 3 days will be granted for short periods of training provided adequate notice is given and where such training cannot be undertaken in off-duty time or using flexible arrangements (where in place). Attendance at weekend camps which cannot be undertaken during off-duty will be subject to the same arrangements.

Managers will as far as reasonably possible facilitate work rosters to allow attendance at annual camp and other training commitments e.g. weekly or weekend training sessions. Reservist employees should give as much notice as possible to allow appropriate planning for absences. Permission once given will not be rescinded unless there are exceptional circumstances.

#### **4.22 Trade Union Duties**

##### **Summary:**

Trade Union (TU) duties, for the purpose of this guidance, include acting on behalf of employees, for which the union is recognised by the Council, in respect of:

- Terms and conditions of service and working conditions
- Work allocation and duties
- Disciplinary, grievance and dispute matters
- Trade Union membership
- Trade Union facilities
- Consultation and negotiation

The guidance does not apply to time off for TU activities which consist of industrial action. For the avoidance of doubt, no time off will be granted, paid or unpaid, for TU representatives to pursue campaigns, including those in support of industrial action, where they directly conflict with the interests of the Council. This is not intended to impede legitimate workplace meetings pursuant to campaigns on behalf of trade union members.

##### **Eligibility:**

For the purposes of this agreement Trade Union activities are, for example:

- Attendance at branch, area or regional meetings where the business of the union is under discussion;
- Meetings of official policy making bodies such as the Executive Committee.

##### **Entitlement:**

The Council will grant reasonable unpaid time off to Stewards for TU activities relating to the official business of the recognised Trade Union.

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## 5. Right to appeal

If a school employee considers that the Head Teacher has acted unreasonably not allowing leave, with or without pay, to be granted or where the time allowed has not been considered to be sufficient, they may raise the matter in writing with the Assistant Director of Learning and Skills or their representative (where the LA is the ultimate employer).

Assistant Director of Learning and Skills or nominated representative will normally review all the circumstances of the request and determine the appropriate action.

If the Appeal is in relation to a Flexible Working Request, this is dealt by the Chair of Governors, in line with the Flexible Working Procedure.

This Appeal Procedure does not affect the Teacher's statutory rights.

**For further information on these guidelines please ring HR 01484 221000**