

# Oxford Diocesan Bucks Schools Trust (ODBST)

*"Empowering our unique schools to excel"*



## Leave Policy

<b>ODBST Level 1 Statutory Policy:</b>	<b>ALL</b> Schools require this policy with <b>no changes</b> allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools. LGBs will <b>note</b> adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
<b>Other related ODBST policies and procedures:</b>	Health & Attendance policy Maternity, Adoption, Paternity & Shared Parental Leave policy Flexible Working policy
<b>Committee responsible:</b>	FRAPP
<b>Approved by:</b>	FRAPP
<b>Date Approved:</b>	27 <sup>th</sup> June 2024
<b>Review date:</b>	Summer term 2027

In reviewing this policy the Trust Board has had regards to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

## 1. Introduction

The aim of this policy is to assist managers and Local Governing Boards in making decisions regarding requests for leave to support our employees.

This policy sets out the discretionary Leave of Absence provisions to ensure requests for leave of absence are dealt with in a fair and consistent way. The operational needs of our Trust are the priority and therefore there may be times when a request for leave may need to be declined.

The examples of discretionary leave given are non-exhaustive and where circumstances arise which are not identified in this policy the Local Governing Body for school-based staff has authority to make the final decision on whether or not leave is granted, and whether it is with or without pay. Decisions for Trust central staff will be made by the CEO. The Director of HR should be made aware of the any discretionary decisions that are made to allow this policy document to be regularly updated with examples.

This policy does not cover leave which is included in the contract of employment or specific policies and procedures, eg:

- Maternity/Paternity/Parental/adoption leave
- Flexible working
- Sickness absence

## 2. Scope

- This policy applies to all ODBST employees including staff on fixed term contracts.
- Teachers and 'term time only' support staff have contracts of employment which provide for annual holidays to be taken during school closures. There is therefore no contractual entitlement to time off during term time.
- However, employees have an entitlement in law to time off work in certain circumstances, in some cases with pay. This policy details these entitlements (other than for purposes of Maternity, Paternity, Adoption Leave and Shared Parental Leave) which are dealt with in a separate policy of that name. It is also recognised that, from time to time, the Trust may agree to grant individual employees time off during term time (whether paid or unpaid) for a variety of reasons.

## 3. Principles

- All leave allowances detailed in this policy should be applied pro rata to an employee's contracted hours, unless otherwise stated.
- All leave allowances are based on a rolling 12 month period unless stated otherwise.
- Where an employee believes they have additional contractual rights for leave in addition to those stated in this policy, they should make their manager aware.
- All non-emergency requests for leave must be submitted to the school/Trust with reasonable notice to allow suitable arrangements to be made.
- The responsibility for exercising discretion on behalf of the Local Governing Body is the Headteacher's, in accordance with the professional duties defined in the School Teachers Pay and Conditions Document.
- Where the request for leave concerns the Headteacher (or equivalent) requests should be made to the Chair of Governors. Where the request for leave concerns Trust officers (other than the CEO) requests should be made to the individual's manager. Where the request for leave concerns the CEO, requests should be made to the Chair of Trustees.
- It should not be assumed approval has been given until a response has been provided by the

Headteacher or Local Governing Body (for school based staff) or the manager for central Trust staff.

- Any dispute or grievance about a request for leave of absence or payment during leave of absence will be dealt with through the Grievance Policy. There is no right of appeal to a leave request being declined.
- Where leave taken will be unpaid, in certain circumstances the Headteacher/LGB/CEO can exercise their discretion to allow the employee to “make up” the lost time rather than have pay deducted. The absence should still be recorded as an absence but they will agree with the individual how and when the time will be made up.
- In certain emergency circumstances (for example travel disruption) the Headteacher/LGB/CEO may exercise their discretion to agree for the employee to work from home or an alternative location. This will be agreed on a case by case basis and managers should refer to the Flexible Working Policy to ensure that incidents are managed consistently and fairly.

#### **4. Annual Leave Entitlement**

- The provision for support staff employed on a term-time only basis is the same as for teaching staff and are therefore expected to take leave during school holiday periods.
- Where staff are employed on a full-year basis Headteachers/Managers are responsible for:
  - ensuring that relevant individuals within their own team are aware of the procedures for requesting annual leave and of their own entitlements.
  - ensuring that annual leave is planned and approved subject to the needs of the organisation. Headteachers/Managers should ensure that staff spread their leave over the year to avoid excessive levels of leave at the same time, towards the end of the leave year or leave being carried over into the new leave year.
  - communicating the approval or rejection of a request to the employee.
  - maintaining annual leave records for their team.
- Staff employed on a full-year basis are responsible for:
  - their own awareness of the annual leave procedure and submitting requests in line with ODBST procedures.
  - ensuring that their annual leave is planned and taken at regular intervals throughout the year.
  - submitting their requests promptly in line with this procedure.
  - ensuring their annual leave is approved before booking a holiday
- Where possible, support staff employed on full-year contracts are encouraged to arrange annual leave during school holiday periods for the Trust however it is understood that not all leave may be able to be taken during school holiday periods due to operational requirements. All requests for absence during the school terms will be considered on a case by case basis against the overall working arrangements of the different categories of staff, roles and teams and, in particular, the need for arrangements to be made to cover such absences and key requirements, e.g. to attend board or management meetings, oversee contractors etc.
- Entitlement to annual leave for support staff on full-year contracts and the leave year (e.g. April to March or September to August) is as specified in their individual contracts of employment. The taking of annual leave is subject to the prior approval of the line manager and therefore no bookings i.e. flights, accommodation etc. should be made until employees have been given approval. Requests should be made giving as much notice as possible to allow for proper consideration to be made.
- On the commencement and termination of employment, the employee will be treated as having accrued leave at the rate of one-twelfth of their annual entitlement for each completed calendar month of service calculated by reference to their first or last day at work (as appropriate). If, on the termination of employment, the employee has exceeded their accrued

leave entitlement, the excess will be deducted from their final salary payment. If they have leave entitlement still owing, the Trust may at its sole discretion require the employee to take the leave during their notice period or pay a sum in lieu of accrued leave. Where an employee changes their contractual hours part way through a leave year there may be an impact on their annual leave entitlement. Please contact the HR team for a revised entitlement.

- Before approving an annual leave request the Headteacher/Manager should check the employee's annual leave entitlement and any periods of leave already approved within the team. Consideration should also be given to the needs of the Trust/School over that period. Whilst annual leave requests should not be unreasonably refused, all leave requests must be approved taking into account the needs of the Trust/School and where this will be compromised, Headteachers/Managers have the right to refuse the request. Where possible, discussion should take place with the member of staff and consideration given to alternative options.
- Where employees join the Trust with a pre-booked holiday in place, they should inform their manager immediately. The pre-booked holiday will be honoured but will be "unpaid" unless the employee has sufficient annual leave entitlement to cover the leave duration.
- Annual leave for Fixed Term/temporary employees is calculated on a pro-rata basis to reflect the duration of their employment.
- Permission may be withheld if holidays are requested at a time that is not appropriate for the efficient operation of the Trust.
- In normal circumstances a maximum of three consecutive weeks of annual leave can be taken at any one time. Requests extending beyond three consecutive weeks should be initially approved by the Headteacher/Manager and then submitted to the Chair of the Local Governing Body/Chair of the Trust, as applicable, for approval.
- The Trust encourages all employees to take their full annual leave entitlement each year however, in extenuating circumstances, staff may carry forward 5 days holidays into the next holiday period. Any exceptions must be approved by the line manager.
- Friendly Family leave, such as Maternity, Adoption and Shared Parental leave will not affect the employee's entitlement to annual leave. Wherever possible the annual leave entitlement should be taken in the appropriate leave year(s); unless it is mutually agreed with the Headteacher/Manager that it may be carried forward to the following year.
- Employees who are long-term sick have the right to receive at least their statutory entitlement to annual leave (less accrued bank holidays) if their sickness continues into a new leave year. Managers should therefore make arrangements for the balance of any outstanding statutory entitlement (less accrued bank holidays) to be carried over into the new leave year. This may also be used to support a graduated/phased return to work.
- If an employee becomes incapacitated whilst on holiday and would have been unfit to work had they not been on holiday, they must advise their manager as soon as reasonably practicable. A medical certificate must be provided to cover the whole period of absence. The employee will then be regarded as being absent on sick leave from the date of certification and will have the opportunity to re-take their annual leave at a later date.

#### 5. **Public Holidays**

Employees who work term-time only, or term-time plus a specified number of weeks, have their entitlement to paid annual leave public holidays included in the calculation of their annual salary payment. Leave must be taken during school closure periods and there is no other holiday entitlement. Arrangements for working contracted weeks outside of term-time, where applicable, should be agreed between the employee and Headteacher/Manager.

- All other employees will be entitled to a day off with normal pay for the usual United Kingdom public holidays. Public holidays will be calculated on a pro-rata basis for part-time employees.

- A pro-rata entitlement has a different effect dependent on the part-time employee's working pattern. An adjustment will be made to the part-time employee's annual leave entitlement in line with their working pattern and the days in which the public holidays fall to ensure the employee benefits from the correct pro-rata entitlement.
- Further advice on the calculation of public holiday entitlements may be obtained from HR.

#### **6. Jury Service**

- Where an employee receives a summons to serve on a jury they must report this to their Headteacher/Manager who will grant him/her leave of absence unless exemption from jury service is secured.
- An employee serving as a juror is required to claim the allowance for loss of earnings to which he/she is entitled under the Juror Allowance Regulations currently in force. The ODBST will deduct from the employee's full pay an amount equal to the allowance received for loss of earnings.
- Where jury service lasts for less than half a day you must return to work for the remainder of the day wherever practicable. Employees must keep their manager regularly informed about how long they are likely to be away from work.

#### **7. Witness Summons**

- An employee who is required as a witness to appear before the court should report this immediately to the Headteacher/Manager, who will grant him/her leave of absence with pay for such time as is necessary to discharge the duty as witness.

#### **8. Service in Non-Regular Forces**

- Employees must obtain the Local Governing Body/Trustee's consent before joining the Non-Regular Forces (e.g. Territorial Army, Royal Air Force Volunteer Reserve).
- The ODBST may grant two weeks' additional paid leave to volunteer members of the Non-Regular Forces who are required by the Forces to attend summer camp. Such employees are required to show the Headteacher/Manager a copy of their Forces' payslip for the period of the summer camp, so that arrangements can be made for a deduction to be made from the employee's salary of an amount equal to the pay received from the Forces for each normal working day of the absence (i.e. without making any deductions for days when the employee would not normally be working).
- Any such employees who are called-out by the Secretary of State for service with the armed forces will be granted leave of absence without pay for the duration of that service (unless the Governing Body/Trustees applies for and gains exemption, deferral or discharge on the grounds that their absence would cause serious harm to the Trust/school in which they are employed).

#### **9. Community Fire Fighters & Special Constables**

- Paid leave will be granted for Buckinghamshire and Milton Keynes Community Fire Fighters to undergo the necessary training, subject to agreement by the Governing Body/Trustees.
- The ODBST supports special constables in their duties to increase public safety and confidence and staff will be released, with pay, for agreed training and in times of significant emergency subject to agreement by the Governing Body/Trustees.

#### **7. Magistrates and Members of Public Bodies including Local Governors**

- Employees who are appointed as magistrates or who undertake duties connected with the work of district councils or other public bodies, including governing bodies, will be granted leave of absence with pay for the equivalent of up to 208 hours per year in the case of staff

on Bucks Pay conditions of service, and up to 6 working days a year for other staff, unless special approval is given by the Governing Body/Trustees in exceptional circumstances.

## **8. Job Interviews**

- Leave with pay will be granted for interview attendance at the discretion of the Local Governing Body/Trustees.

## **10. Revision/study and Examination Leave**

- The Local Governing Body/Trustees may approve up to a maximum of 5 days' revision/study leave with pay (pro rata) to employees undertaking ODBST supported work-related qualifications, within an agreed timeframe.
- Staff will be granted a maximum of 5 days' leave with pay (pro rata) per year to sit approved examinations: this is normally half a day per examination subject and must be agreed by the Headteacher/LGB/Trustees.
- This clause is not applicable to employees on apprenticeship programmes who have pre-agreed arrangements.

## **11. Medical Appointments**

- All routine appointments should be made outside of normal working time. If the employee requests time during working hours, it is at the Headteacher/LGB/CEO's discretion whether it will be approved and will be unpaid or the time "made up".
- Emergency appointments made during the school day should be recorded as sickness absence.
- Where hospital consultants etc. are inflexible over timing, the employee should provide advance notice to their Headteacher/Manager. Upon production of a medical appointment letter paid leave will be provided for appointments (excluding appointments associated with elective surgery).
- Paid time off will be given to employees for the purpose of cancer screening.
- Pregnant staff are entitled to reasonable paid time off for antenatal care.
- Staff with pregnant partners have the right to accompany a pregnant partner to 2 antenatal appointments. This will be paid time off.
- Staff with disabilities will be granted paid time off for medical appointments connected to their disability during working hours. This is considered a reasonable adjustment.
- Where an employee's dependent has medical appointments please refer to the Dependent Leave and Carer Leave clauses in this policy.

## **12. Union/Professional Association Duties**

- Please refer to the ODBST's policy on Trade Union Recognition and Facilities for information on time off for union/professional association duties.
  - a. The legislation states the following ([www.gov.uk/rights-of-trade-union-reps](http://www.gov.uk/rights-of-trade-union-reps)):
    - Trade union reps are entitled to reasonable paid time off to do their union work as long as the union is independent and officially recognised by ODBST to represent union members in negotiations on things like pay and terms and conditions. Examples of trade union duties reps have the right to paid time off for are:
      - negotiating pay, terms and conditions
      - helping union members with disciplinary or grievance procedures including meetings to hear their cases
      - going with union members to meetings with their line manager to discuss flexible working requests

- discussing issues that affect union members like redundancies or the sale of the business
- b. Union learning reps have the right to paid time off to:
  - analyse the learning or training needs of union members
  - give information and advice about learning or training
  - arrange or encourage learning or training
  - discuss their activities as a learning representative with their employer
  - train as a learning representative
- c. Reps are not allowed paid time off to attend union meetings or go to meetings with union officials. Instead, employers should allow unpaid time off for these activities. Reps are not allowed any time off for industrial action.
- Union reps should discuss and agree with their Headteacher/LGB/CEO the amount of reasonable time off required.

### 13. Family Friendly Policies

- Please refer to the ODBST's maternity, adoption, paternity and shared parental leave policy for details of family friendly leave.

### 14. Parental Leave

- Employees with one year's continuous service will be entitled to take up to eighteen weeks' unpaid parental leave for the purposes of caring for their child up to the age of 18.
- Parental leave arises in respect of each child e.g. if the employee has two children they would be entitled to a maximum of 36 weeks.
- This applies also to employees who acquire formal parental responsibility for a child aged under 18.
- A maximum of 4 week's parental leave can be taken each year and leave must be taken in week blocks, rather than individual days, unless the child is disabled.
- Requests for parental leave should be made in writing to the employee's Headteacher/Manager at least 21 days in advance of the leave.
- Parental leave can be delayed if granting the request is likely to have a significant negative impact on the Trust/school. The rescheduled leave should take place no later than 6 months from the original dates.
- The purpose of this leave is to support a child's welfare, for example ([www.gov.uk/parental-leave](http://www.gov.uk/parental-leave)):
  - Spend more time with your child
  - Look at new schools
  - Settle a child into new childcare arrangements
  - Spend more time with family, such as visiting grandparents
- Employees must take parental leave as whole weeks, rather than individual days (a week is the amount of time that you normally work in a week i.e a week is 2 days if you normally work on Mondays and Tuesdays only).
- An employee's employment rights, such as the right to pay and annual holiday, are protected during unpaid parental leave.

### 15. Dependent Leave (Time off for Dependents)

- All employees are entitled in law (Employee Relations Act 1999) to unpaid time off work to deal with an emergency involving a dependant.
- The ODBST offers up to 5 days with pay per annum (pro-rata) across a rolling 12 month period at the discretion of the Headteacher/Manager. This time off is intended to deal with unforeseen occurrences and emergencies. The amount of time an employee is entitled to take is how long it takes to make sufficient alternative arrangements. One or two days will usually

be sufficient in order to make alternative longer-term arrangements where required. Where further leave is required, this would be unpaid.

- An employee is entitled under this clause to take time off to where an employee experiences a domestic emergency which affects a dependant, i.e.:
  - a spouse or partner
  - a child (under 18)
  - a parent
  - a person living at the same address (except lodgers etc.) or
  - a person who is dependant on the employee for assistance or to make care arrangements in the event of illness or injury.
- This clause does not allow the member of staff to be absent for a prolonged period of time or to deal with planned (non-emergency) appointments.
- Examples of situations (non-exhaustive) that may be covered under this clause include:
  - Help, or make care arrangements, when a dependent becomes ill, goes into labour unexpectedly or is injured
  - To deal with disruptions to normal care arrangements of care for a dependent (for example illness of a child minder or carer)
  - Make the necessary arrangements following the death of a dependent. Please also see the bereavement leave and parental bereavement sections.
- The LGB (for school based staff) and CEO (for Trust based staff) will also consider giving time off for events which may be foreseen, but which are of a serious nature that make your presence necessary. This may include time off to settle an elderly relative into a care home or to attend a hospital appointment or planned operation with your child or partner.
- It is the responsibility of the member of staff to inform their manager as soon as is reasonably practicable and to let their manager know how long they expect to be off work, if this is possible.

#### 16. Carer's Leave

- Employees are entitled to unpaid leave to give or arrange care for a 'dependant' who has ([www.gov.uk/carers-leave](http://www.gov.uk/carers-leave)):
  - a physical or mental illness or injury that means they're expected to need care for more than 3 months
  - a disability (as defined in the Equality Act 2010)
  - care needs because of their old age
- The dependant does not have to be a family member. It can be anyone who relies on them for care.
- Employees can take up to one week of unpaid leave every 12 months (rolling). A 'week' means the length of time they usually work over 7 days. For example, if someone usually works 3 days a week, they can take 3 days of carer's leave. Employees on Bucks terms and conditions with at least 26 weeks of service may request up to 13 weeks' (1 term) unpaid Carers' Leave, to be agreed by the Headteacher/Manager and Local Governing Body/Trustees, at their discretion, and recorded as Carers' Leave.
- They can either take a whole week off or take individual days or half days throughout the year.
- Please note that this is separate to parental leave.
- Employees need to give their employer notice before they want their leave to start.
- If the request is for half a day or a day, the notice period must be at least 3 days.
- If the request is for more than one day, the notice period must be at least twice as long as the requested leave. For example, if the request is for 2 days, the notice period must be at least 4 days.
- The notice period needs to be in full days, even if the request includes half day amounts.
- The request does not have to be in writing.

- Employees do not need to give evidence of their dependant's care needs.

#### 17. Parental Bereavement Leave

- Parents and primary carers who lose a child under the age of 18 or suffer a still birth after 24 weeks of pregnancy, or an abortion after 24 weeks are entitled to 2 weeks paid leave. Leave can be taken as a continuous period of two weeks or can be taken as two separate one week blocks. Leave must be taken within 56 weeks of the child's death.
- The Trust will follow [ACAS guidelines](#) relating to parental bereavement leave.

#### 18. Compassionate/Bereavement Leave

- Paid or unpaid compassionate leave is available. Please also review the dependent and carer leave sections in the case of serious illness and parental leave section if relevant.
- Each request for bereavement leave will be judged on its individual merits, but the following circumstances may be used as guidelines:
- Death or serious illness of a close relative - usually spouse, partner, child, parent, brother, sister or grandparent (parental bereavement leave is applicable for children under 18). A maximum of five days' paid leave per annum rolling 12 month basis (pro-rata) is normally applied although additional time paid or unpaid may be awarded in exceptional circumstances.
- Paid absence to attend the funeral of a member of immediate family will be approved (1 day paid) in addition to the leave above.
- Unpaid authorised absence (maximum 1 day) will be approved wherever operationally possible to attend funerals of non-immediate family/others.

#### 19. Religious Festivals

Employees may request holiday in order to celebrate or attend religious festivals or spiritual observance days, which are not covered by statutory UK public holidays.

Leave will be granted, with pay for 1 day per rolling 12 months and a further 4 will be granted without pay, up to a maximum of 5 days per year (pro-rata for part time employees), although additional unpaid time may be granted in exceptional circumstances.

#### 20. Moving House

- For employees where the move cannot be affected in a school closure period, 1 day's leave will be granted with pay.
- The employee can take the one day (entitlement is not pro-rata for working hours) to facilitate their own move of residence only. The policy allows for 1 day in a rolling 12 month period.
- Any requests for leave for additional move dates can be granted at the discretion of the Headteacher/Manager but will be unpaid.

#### 21. Discretion

It is recognised that this policy may not cover all eventualities and therefore the Governing Body may grant leave (either with or without pay) for a period of time in excess of the limits detailed above, and for any other good reason. Where discretion has been applied, the approver should inform the Director of HR to provide additional examples to this section to support consistency of approach across the Trust.

The table below is a non-exhaustive list of discretionary leave that has been applied. As with previous clauses, Headteachers/managers can exercise discretion for individuals to "make up" the time where the leave will be unpaid where applicable but all leave should be recorded.

<b>Leave Requested</b>	<b>Discretion Applied</b>
Driving test	The expectation is that Driving Tests (Theory and Practical) will be taken during school holiday periods. In exceptional circumstances if approval is given for a term time test it will be unpaid.
Family pet illness/accident/death	Absence authorised: max 1 day pro rata unpaid.
Emergency domestic arrangements e.g. boiler breakdown, flooding	Absence authorised: max 1 day pro rata rolling 12 months basis paid.
Child's school event (important 'milestone' events)	Flexibility is given wherever possible for employees to attend their own children's events, assemblies etc around the operational requirements of the school/Trust. Employees should make their manager aware with notice of the timing and work collaboratively with their manager around the timing and minimising disruption. The Headteacher can utilise their discretion for the number of occurrences that will be permitted in a rolling 12 month basis. Leave will be paid if the time can be "made up".
Child's graduation event	Absence authorised: max 1 day pro rata rolling 12 months basis paid.
Transport failure (car broken down and no alternative means of reaching work)	Absence authorised: reasonable time off unpaid. Please refer to flexible working policy if applicable.
Attendance at weddings	Reviewed on a case by case basis depending on relationship of the employee to the individual getting married. Absence can be authorised but will be unpaid.
Participation in National Sporting, Cultural and Similar Events	The Local Governing Body/Trustees may, at their discretion, grant leave unpaid for the period of absence for an employee to participate in a nationally recognised event. Each submission will be reviewed and assessed on a case by case basis.

## 22. Applications for Leave of Absence

- Requests for leave of absence (either with or without pay) should be made in writing to the Headteacher/Manager providing as much advance notification as possible using the form provided in Appendix A. All requests must be recorded in Bromcom including those where the individual is permitted to "make up" the time or "work from home" under the Flexible Working Policy.

## 23. Unauthorised Absence

When an employee does not attend work without reason or without authorisation, every effort will be made to contact the employee, including via emergency contact details, and arrangements made to support a return to work.

If contact cannot be made with the employee or if no good reason is provided for the absence, further investigations which may lead to disciplinary actions may pursue.

#### 24. Time Off In Lieu (TOIL)

The ODBST recognises that the nature of its work means that on occasion staff will be needed to work outside their contractual working arrangements. As an example, TOIL may be accrued in the following circumstances where there is a requirement to work additional hours (this list is not exhaustive):

- Governing Body meetings
- Trust and school events/training
- Year-end accounts or specific time critical project work
- Academy conversion meetings
- Trustee meetings

TOIL is an alternative to overtime and therefore all work that will be considered eligible for accruing TOIL should be agreed **in advance** between the employee and their manager. As part of our commitment to wellbeing and workload management, managers should ensure that employees are not regularly working outside of their contractual arrangements therefore circumstances which could accrue TOIL should be based on specific needs of the Trust or school where alternatives to working outside of contractual arrangements have been explored.

TOIL is accrued based on the number of hours worked above contractual hours. Employees are expected to keep a record of when the additional hours have been worked. The employee should then submit the dates/times when they wish to take the TOIL, which should then be approved by their manager. As with other leave requests, managers have a right to refuse a request for TOIL where the employee's absence at that time may have a detrimental impact on the Trust or school. In such cases, a discussion should take place with the employee to seek alternative opportunities for the TOIL to be taken.

Managers should not allow excessive TOIL to accrue. TOIL would normally be expected to be taken within 4 months of the time being accrued. All TOIL accrued within an academic year, must be taken within the same academic year (i.e. it cannot be carried forward to the next year).

<b>Employee Name:</b>	<b>Manager Name:</b>	<b>Date form completed:</b>
<b>Dates and days of leave requested:</b>		
<b>Total number of hours/days:</b>		
<b>Reason for request:</b>		

**Referring to the Leave Policy, which category do you believe your request is covered by – this helps the school ensure that your leave is recorded correctly:**

Annual Leave (for non-term time only staff) <input type="checkbox"/>	Jury Service <input type="checkbox"/>	Witness Summons <input type="checkbox"/>	Service in Non-Regular forces <input type="checkbox"/>
Community fire fighters & special constables <input type="checkbox"/>	Magistrates and members of public bodies including local governance <input type="checkbox"/>	Job interview <input type="checkbox"/>	Revision/study and examination leave <input type="checkbox"/>
Medical appointments (routine) <input type="checkbox"/>	Specialist medical appointments <input type="checkbox"/>	Medical appointments related to a disability <input type="checkbox"/>	Antenatal care <input type="checkbox"/>
Union/professional association duties <input type="checkbox"/>	Parental leave (must be taken in 1 week' blocks unless the child is disabled) <input type="checkbox"/>	Time off for dependents (for unforeseen occurrences/ emergencies) <input type="checkbox"/>	Carer's leave <input type="checkbox"/>
Parental bereavement leave <input type="checkbox"/>	Compassionate/ bereavement leave <input type="checkbox"/>	Religious festival <input type="checkbox"/>	Participation in national sporting/cultural or similar events <input type="checkbox"/>
Moving house <input type="checkbox"/>	TOIL (claim must be pre-agreed) <input type="checkbox"/>	Other <input type="checkbox"/>	

**For school/manager use only:**

Request for leave has been:	Approved <input type="checkbox"/>	Not Approved (reasons should be provided to the employee) <input type="checkbox"/>	Further clarification required before a decision is made <input type="checkbox"/>
Leave will be:	Paid (if unsure please refer to the policy before confirming that the leave will be paid) <input type="checkbox"/>	Unpaid <input type="checkbox"/>	Leave would normally be unpaid but it has been agreed that the individual will make up the time/work flexibly e.g. from home (manager discretion applied). <input type="checkbox"/>  <small>All leave should still be recorded in Bromcom and in the comments state that time was made up etc.</small>

<b>Approver Name:</b>	<b>Signed:</b>	<b>Date:</b>
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