

LEAVE OF ABSENCE FOR ALL SCHOOL STAFF

The Authority's policy with regard to leave of absence for all school staff has been as follows. This is offered as a guideline for Governors in formulating a policy for their own schools.

1. Compassionate Leave With Pay

- (i) Death - up to five days' leave with pay on the death of partner, son or daughter, father or mother, brother or sister.
- (ii) List above applies may also apply to in-laws.
- (iii) Sickness - up to five days' leave with pay in any 12 month period in the case of sickness of the relatives referred to in (i) above who are living with the employee or living alone. As a general guide such leave should only be granted in an emergency, ie where the illness occurs suddenly, cannot be predicted or planned for and requires prompt attention.
- (iv) Death - up to one day's leave with pay on death of a grandparent.

2. Additional Leave

With or without pay up to a maximum of five days in special circumstances.

3. Other Cases

Interviews - Leave with pay.

Attendance at own graduation ceremony - Leave with pay for one or two days dependent upon location of ceremony.

Attendance as son's/daughter's or partner's graduation ceremony - as above.

Accompanying child or dependent relative to medical appointment - Leave with pay.

Moving house - up to one day's leave with pay.

Accompanying partner on official engagement - Leave without pay.

Magistrate's duty - Leave with pay. Up to nine days' leave with pay for support staff may be granted to enable employees to undertake duties as

a Magistrate. Teacher absences are fully covered by the Teacher Absence Insurance Scheme

Jury Service - Leave without pay. NB The employee should not however lose pay when taking account of payments made by Court. Monies should be made up by school.

Attendance at Coroner's Court - Leave with pay.

Witness at other Courts/defendant at Court - Leave without pay. Claim should be submitted to Court for loss of earnings as appropriate.

Attendance at Court associated with pupil at school - Leave with pay.

Service in non-regular forces - Volunteer members of the non-regular forces shall be granted up to two weeks leave with pay to attend summer camp. Such leave should normally be granted automatically unless the employee's absence would jeopardise the service. Volunteers may also be required to undertake up to 16 days additional training per annum (usually on Saturdays and Sundays). Territorial Army and Volunteer Reserve Units should be in a position to offer alternative dates and the onus is on the employee to try to arrange for this additional training to be undertaken during off-duty times.

Study/Examination Leave - Employees who are sponsored by the School or Council to undertake courses leading to examination based qualifications may be granted the time necessary for attendance at the examination. In addition, at the discretion of the Headteacher, half a day's leave may be granted for each examination for the purpose of final revision.

Elections - Leave of absence with pay will be granted to employees who are appointed to assist in any capacity at all elections and referendums, to include European Parliamentary, United Kingdom Parliamentary, Regional Assemblies, Isle of Wight Council, Parish and Town Councils and Parish Polls, within the area covered by the Isle of Wight Council.

All employees are required to obtain the prior permission of their Headteacher before agreeing to take up any such appointment, in order to ensure continuity of service delivery.

Extension of school holidays - Various requests are received to take leave of absence for one or two days prior to or at the end of school holiday periods to allow extended holidays/cheap flights. These have not been supported.

Extended holidays during term-time - Visits to relatives etc in other parts of the world during term time are not supported.

4. Maternity, Paternity and Parental Leave

Please refer to the separate provisions regarding maternity, paternity and parental leave.