



Staff Leave of Absence Policy

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1.0	11/2019		Final Board approved
1.1	05/2020	HR	Statutory amendment in appendix 1 - parents right to paid parental bereavement leave.
2.0	November 2021	HR	Reference included to the new Maternity, Adoption, Paternity and Shared Parental Leave Policy.
3.0	October 2023	HR	Clear guidance that leave days are prorated for part-time employees
3.1	February 2024	HR	Addition of grandparents to close family and adding in a maximum number of funeral days per year
3.2	March 2024	HR	Incl. statutory right to one week's unpaid carers leave due to Carers Leave Act 2023 (into force 06/04/2024)
4.0	March 2025	HR	Inclusion of Neonatal Care eligibility a result of Neonatal Care Act effective 6 April 2025.

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Staff Leave of Absence Policy

1. Purpose

1.1 ELAN is committed to creating a positive working environment and the purpose of this policy is to establish an approach to the granting of special leave which supports both teaching and support staff in managing their work life balance and impacts as little as possible of the education of students.

2. Scope

2.1 Absence from the workplace for all authorised reasons other than sickness absence and days taken as holiday entitlement will be deemed to be **leave of absence**.

2.2 This policy and procedure does not confer any automatic entitlement to leave with or without pay.

2.3 Each application for leave will be considered on its merits. All the circumstances relating to the application will be considered in light of the operational requirements of the school or central team, including whether the applicant making the request for leave has a separate annual leave entitlement. In such considerations, therefore, the individual needs of the employee must be balanced against the requirements of the school or central team to ensure a fair and sympathetic general approach.

2.4 See Appendix 1 for details of whether certain categories of absence for special leave will be with or without pay.

2.5 Any request which falls within the scope of categories marked '1' will not normally be refused, other than in exceptional circumstances.

2.5 Requests for leave of absence within categories marked '2' will be considered individually and will be granted or not, according to the discretion of the Headteacher or other appropriate person, taking account of previous relevant decisions and the particular circumstances.

2.6 Leave will not normally be granted for the following:

- marriage of self during term time (teachers)
- accompanying partner on holiday or business trip during term time (teaching and term time only support staff)
- general sports coaching
- routine medical, dental or optical treatment where such appointments could without difficulty be secured outside working hours.
- annual meetings of local organisations such as Rotary Club, Round Table
- participation in cultural events, including exhibitions of employee's own work (e.g. art)

2.7 Discretion must be exercised fairly and must not result in any discriminatory outcomes in relation to the granting of leave. All employees have a statutory right to unpaid time off for family and domestic reasons. In exceptional circumstances the Headteacher or other appropriate person may authorise additional special leave.

3. Responsibilities

- 3.1 Other than the case of an absolute emergency, staff must apply in writing for all requests for leave of absence including applications to attend training or other professional development activities, as soon as the reason for requesting leave of absence is known. Applications must be made to the appropriate member of SLT as line manager or the Headteacher.
- 3.2 The Headteacher/Member of SLT must sign off the leave to approve or not and arrange for the staff member to know the decision. Any leave of absence must be recorded on the monthly absence spreadsheet for payroll.
- 3.3 In the case of an emergency, requests for leave should be made to the Headteacher or appropriate member of SLT as line manager and followed up as soon as is practicable in writing.

4. Transport and Weather

- 4.1 In the event of transport failure or severe weather conditions, unless advised otherwise, staff must make every effort to come into work at the earliest opportunity. Failure to do so may result in pay being deducted.

5. Refund of Salary

- 5.1 Where paid leave of absence is granted and payment received from external bodies (e.g. jury service or consultancy work) this income should be received by ELAN. Staff should consult the central team Finance Manager before engaging in activities that attract payment from external bodies.

6. Review

- 6.1 This policy will be reviewed every two years in consultation with the recognised trade unions.

Appendix 1 – Categories of Absence

Reason for request	Category	With or without pay	Number of days	Notes
Jury Service	1	With	As required	See policy Bullet 5
Attendance at court as a witness on behalf of ELAN	1	With	As required	
Attendance at court on non - academy business	1	Without	As required	
Emergency medical or optical or dental treatment	1	With	As required	
Hospital appointments that cannot be arranged outside academy day	1	With	Maximum 5 days per year (prorated for part-time employees)	
Serious illness or injury of a dependent or partner 'Carers Leave'	1	With	Maximum 5 paid days per year for a full-time employee (prorated for part-time employees) which can be taken as full, half days or as one block of time. Note that as of April 2024 all UK employees are entitled to a statutory working week of unpaid carers leave.	Normally a partner, parent, sibling, grandparent or child
Death of a near family member	1	With	Maximum 5 days per year (prorated for part-time employees)	Normally a partner, parent, sibling, grandparent or child over 18
Death of a child under 18 (including still births from 24 weeks of pregnancy)	1	With	2 weeks	
Attendance at funeral of close family	1	With	Maximum 5 days per year (prorated for part-time employees)	Normally a partner, parent, sibling, grandparent or child

Interview for another external post	1	Without /with dependent upon circumstances	Maximum 5 days per year (prorated for part-time employees)	
House removal	1	With	1 day	
Graduation of close family member	1	With	1 day	
Attendance at examination relevant to professional development	2	With	Maximum 3 days per year	MAT sponsored courses requiring a longer exam period will be considered separately
Study leave in preparation for required examination as above	2	With	Maximum 2 days per year	
Adoption leave	1	N/A	N/A	See separate policy*
Paternity Leave	1	N/A	N/A	See separate policy *
Maternity leave	1	N/A	N/A	See separate policy*
Parental leave	1	N/A	N/A	See separate policy*
Neonatal Care Leave	1	N/A	N/A	See separate policy*
Sabbatical – for travel or study purposes or to carry out voluntary work	2	Without	By individual agreement	
Attendance at meetings or trade unions or professional association by registered official	1	With	In accordance with the burgundy book	

Key:

Requests which fall within the scope of **categories marked '1'** will not normally be refused, other than in exceptional circumstances.

Requests for leave of absence within **categories marked '2'** will be considered individually and will be granted or not, according to the discretion of the Headteacher or other appropriate person, taking account of previous relevant decisions and the particular circumstances.* See Maternity, Adoption, Paternity, and Shared Parental and Parental Leave Policy and Procedures