

Hillside Primary School

Time off Work Policy



**HILLSIDE PRIMARY SCHOOL
WHOLE SCHOOL POLICY
RELATING TO STAFF ATTENDANCE/
TIME OFF WORK**

This policy is intended to provide a summary of school policy and procedures regarding time off work, however staff are advised to read in conjunction with the LA 'Leave and time off model policy (P201)' which can be found on HR Infospace.

1. RESPONSIBILITIES

The Headteacher and the Governors of Hillside Primary School are responsible for this policy, its implementation and review.

2. AIMS

To provide the school with a flexible framework to ensure that:

- teaching and learning in school remains at a high standard when some staff are off site.
- pupil and staff safety is ensured.
- all staff work in a flexible environment which recognises their contribution to the school team and which allows for empathy and understanding for unforeseen aspects of their personal life.

3. SCHOOL PROCEDURES FOR STAFF ABSENCE

Staff who are unable to come to school because they are unwell should be aware of the following procedures:

1. On the first day of absence, telephone or text the Deputy Headteacher in the morning between 6.30 a.m. and 7.30 a.m. Your call may be answered when you phone at this time or alternatively you can leave a message. If possible, give some indication of how long you are going to be away. For Midday Supervisory Staff please telephone the school between 9.00 am and 10.00 am and for cleaning staff, please telephone before 12 o'clock if you are unable to attend work.
2. If you think that you are going to be away for longer than one day - please contact school before 3 p.m. each day to let us know if you will be back the next day. This will allow us to cancel or organise cover.
3. If you come into work in the morning and feel unwell during the day, you should report to the Deputy Headteacher or the Headteacher in her absence, before going home. If the Deputy Headteacher and the Headteacher are not available please report to another member of the Senior Leadership Team.

4. When you return to work you need to collect a Sickness Absence Record (pink form) from the office. Part 1 will already have been filled in. You will need to fill in Part 2 and Part 5. The Headteacher will complete Part 4 and for absences of more than one week, will also complete Part 3 and 6.
5. If your absence is likely to be a week or more, please keep us informed so we know about organising cover.
6. Absences of more than a week require a suitable (Doctors) certificate that you must send in to school as soon as you receive it. Failure to provide a certificate will mean that you may not be paid.
7. On the morning of your return to work you should report to the Headteacher, or the Deputy Head in his absence, to confirm your attendance.
8. If you are requesting Leave of Absence, e.g. to go to a funeral, attend a hospital appointment or for compassionate leave, you need to fill in a Leave of Absence form and hand it into the Headteacher or Deputy Headteacher to sign, prior to the date when you are asking to be released from duties. Staff are also asked to complete a cover form, where appropriate. Staff who fail to produce a 'Leave of Absence' form and still take time off work will be deducted pay for this time and may face disciplinary action.
9. As a caring school we are of course, concerned about your health and welfare. Therefore, the Headteacher, Deputy Headteacher or another member of the Senior Management Team may telephone to find out how you are and whether there is anything we can do for you. However, this will be within normal working hours and on agreement from the Headteacher. We would also expect staff to keep in touch with the school through communication with the Headteacher or Deputy Headteacher.

For staff absent for a period of more than one week, a 'Return to Work' interview will be arranged. The format of the meeting will depend upon the length of time absent and seriousness of the illness. The 'Return to Work' interview for short term absenteeism, may only be between the Headteacher or Deputy Headteacher and the absentee. For longer term absentees including staff who are off work on 3 or more separate occasions in one term, the Headteacher together with the LA Personnel HR Officer will invite the member of staff concerned for a meeting. The meeting will discuss the member of staff's absence levels and strategies to improve the situation. The member of staff involved can bring a representative to the meeting.

A return to work after a long term absence needs to be carefully planned. Therapeutic visits to support a return also need to be properly arranged through the correct communication channels that involves the Headteacher or Deputy Headteacher in his absence.

4. COMPASSIONATE LEAVE

Bereavement

The death of a close relative is a difficult time for most employees. Compassionate leave may be granted at the discretion of the Headteacher after the following factors have been considered:-

1. The relationship of the employee to the person who has died.
2. Personal responsibilities, for example the employee may have responsibility for arranging the funeral.
3. Geographical location of the funeral and the travelling time involved.
4. The recovery time needed before the employee can cope with his/her job.

Therefore:-

- One day's paid leave to attend the funeral of a spouse, partner, parent, guardian, child, brother, sister, grandparent or grandchild.
- Half a day's paid leave to attend the funeral of an aunt, uncle, cousin, mother/father-in-law, brother/sister-in-law or a close personal friend.
- An employee may request leave to accommodate religious observances following bereavement. This may require an extended period of leave or leave to be taken at very short notice and will be viewed sympathetically in line with the above criteria.

Up to an extra four days paid leave can be granted by Headteachers depending on the circumstances outlined above. Any leave approved beyond this would be unpaid except in the most exceptional circumstances, when the Headteacher will have the discretion to authorise paid leave for a further five days maximum.

If the employee is unable to return to work beyond the allowed compassionate leave period because he/she is unfit to do so, the school procedures for staff absence will apply.

Domestic circumstances

In circumstances such as the short-term illness of a dependant or other serious domestic emergencies, the Headteacher will have the discretion to grant paid compassionate leave in line with the limits that apply to bereavements. This will enable alternative arrangements to be made, but after that authorised leave will be taken without pay.

Medical appointments

Wherever possible, employees should make medical/dental appointments for themselves or their dependants outside of school hours or in school closure periods. However, leave of absence with pay can be granted at the Headteacher's discretion for hospital or emergency doctor/dentist appointments which can only be arranged during the school day. Leave of absence without pay can be granted for non-emergency medical/dental appointments which can only be arranged during the school day. A letter of appointment must accompany the 'Leave of Absence' form when requesting leave of absence.

Other circumstances

We would want to be seen as sympathetic towards a member of staff who has had their holiday arrival/departure times changed at the last moment. We will try to release the member of staff, but this will be without pay.

Staff may request in writing, leave of absence for a one-off 'holiday of a lifetime' within term time. The Headteacher reserves the right to refuse a request of this nature and approval will only be given in exceptional circumstances and without pay.

If staff organise and lead a school trip or an activity on a day which they are not contracted to work it will be assumed that they will do this on a voluntary basis unless there has been prior arrangement with the Headteacher.

If staff attend training for their own professional development on a day which they are not contracted to work, it will be assumed that they will do so on an unpaid basis. If staff attend training which is part of their role and responsibility on a day which they are not contracted to work they will be given time off in lieu.

Other personal leave

Paid leave of absence of up to one day can be granted for a reason the Headteacher supports, such as moving house, representing country/county in sporting or cultural events, examination/study leave, attending selection interviews, service as an examiner and meetings of examination panels. There may be other reasons leading to paid leave which the Headteacher/Governors support.

Some other occasions may also lead to the Headteacher allowing up to a day's paid leave. These would include, Graduation/Public Honour of self, spouse or child or the reading of a will after death. There may be other reasons leading to paid leave which will be up to the discretion of the Headteacher with the support of the Governors.

Please note the following:-

All leave of absence on compassionate grounds should be minimised and wherever possible, timed to be outside school hours or in the school closure periods.

Teachers should make sure that if compassionate leave is granted then work is set and plans available for a teacher covering or a supply teacher to provide a degree of continuity for the pupils.

In the unlikely event of a member of staff informing school that he/she is unwell in order to be paid when it is later uncovered that the absence was due to a member of the family being unwell, or using the time to go on holiday we will have to treat this as a disciplinary issue. Absence for any reason must be authorised and agreed by the Headteacher.

5. TRAVEL DIFFICULTIES IN BAD WEATHER CONDITIONS

The Headteacher may authorise staff not to attend school when adverse weather conditions make travelling difficult or dangerous. When the absence is authorised, the employee would be absent with pay, but the Headteacher may be in a position to allocate work which can be carried out at home during this time. When the Headteacher has not authorised the

absence it may be treated as unpaid leave. Supply cover may be met by the school for contingencies set out above where paid leave is indicated and agreed. This will be subject to the ability to meet such costs within the School's resource allocation.

6. TIME OFF WORK FOR PUBLIC DUTIES

Under current employment legislation employers are required to grant reasonable time off to employees engaged on certain public duties.

The "reasonable time off" is to allow attendance at meetings of the body or any of its committees or sub-committees or performance of duties which have been approved by the body and which are necessary for carrying out its functions. Time off in connection with recognised public duties will be without loss of pay for both full and part-time employees. Travelling and other subsistence allowances will not be met by the school. Some public duties in other areas are not covered and readers of this policy are advised to refer to the LA 'Leave and time off model policy (P201)'.

Jury Service

Employees summoned to serve on a jury should report this fact to the Headteacher who shall grant leave of absence unless exemption is secured. An employee required to serve as a juror should be given paid leave to attend court for as long as is necessary. To be able to do this the employee should claim the appropriate juror's allowances, which will be deducted from her/his pay. The purpose of juror's allowances is to compensate for loss of earnings and there is no provision for additional payment when an employee has to attend court for longer than her/his normal working hours. The local authority funds the cost of supply cover for employees on jury service.

Reserve Forces

The Local Authority will provide cover for up to two weeks leave in order to cover a member of staff so that they may fulfil reserve force's training requirements (e.g. the Territorial Army, Royal Auxillary Airforce and Royal Marine Reserve).

Court or Tribunal Attendance

Where an employee is ordered to attend a court or statutory tribunal as a witness, leave of absence should be dealt with as for jury service. Where attendance is voluntary the leave of absence will be unpaid.

7. TRADE UNION DUTIES AND ACTIVITIES

Representatives of recognised trade unions have the right to take reasonable time off work, with pay, to carry out duties relating to industrial relations matters between their members and the County Council or Governing Body, and to undergo training.

Such time off is covered by a County Council agreement and the County Council, if required, will meet supply cover. Members of recognised trade unions have the right to take reasonable time off work without pay, to take part in the activities of their trade union.

8. MATERNITY, ADOPTION AND SURROGACY ENTITLEMENTS AND RESPONSIBILITIES

The school follows LA Policy on Maternity, adoption and surrogacy schemes, which details entitlements and responsibilities for teaching and non-teaching staff.

FURTHER INFORMATION ON LEAVE OF ABSENCE CAN BE FOUND ON <https://www.hrinfospace.org.uk/>.

Please Note:

The school keeps a detailed record of absences which can be reported to the Local Authority HR Department.

Hillside Primary School Governing Body has used this policy to support LA procedures.

Although in this Policy Guidance the Headteacher is shown as the person who exercises discretion within a school, the overall policy and arrangements on leave of absence and all other matters regarding time off work by staff, are agreed by the Governing Body of the school.

If a reader of this policy requires clarification of information relating to time off work and leave of absence they are advised to discuss this with the Headteacher, Deputy Headteacher, Office Manager or to directly contact the LA HRenquiry@educatorsolutions.org.uk

Name of designated Governor Committee: Finance and Staffing

Name/Signature of Headteacher: Simon Minter

Date: Nov 2018

Review date: Nov 2021