

# Staff Leave policy 2025/2026



## St Aloysius' College

Hornsey Lane,  
Highgate,  
London  
N6 5LY

<b>Last Review Date:</b>	November 2025
<b>Next Review Date:</b>	November 2026
<b>Governor's Signature:</b>	



## **Mission Statement**

Encounter with the person of Jesus makes us who we are and shapes what we do. Being at the service of this encounter is the heart of our daily mission as a Catholic School. The living Christ calls and empowers us to act with resolve and become more fully a place of welcome and compassion which embodies the power, hope and joy of the gospel.

At St Aloysius' College we seek to educate our students in a multicultural environment where Gospel values are lived. We ground all we do as a school community in the mission and ministry of Jesus. Our main values are:

Justice • Respect • Learning • Community

This policy will be reviewed annually.

### **1. Decisions Regarding Requests for Time Off**

The Headteacher (or Chair of Governors if it is the head requesting time off) has the delegated decision as to whether to grant time off and whether it should be paid or unpaid. Appeals against the Headteacher's/Chair's decision should be made to governors via the Grievance procedure.

Any abuse of the policy will be dealt with under the school's Disciplinary procedure.

A formal record of requests including a description of the circumstances and whether or not the request was granted in accordance with the framework of the policy will be maintained.

### **2. Statement of Intent**

The Governors of St Aloysius College recognise the importance of consistency, openness and equality in responding to requests from staff for special leave of absence for family and personal reasons.

This policy recognises:

- the statutory entitlement to unpaid time off to attend to urgent matters related to dependants
- national and local agreements
- best practice which seeks to maintain good working relationships between staff and management
- the operational needs of the school

It is intended that this policy will provide a clear and workable framework to enable requests for leave of absence for staff working in schools to be reasonably and fairly handled. This policy recognises that the operational needs of the school are a priority and there may be times when the Headteacher has to refuse a request for leave.

It should be noted that there might be occasions when circumstances arise not identified in this policy. In such circumstances the decision regarding leave of absence remains within the discretion of the Headteacher.

Each case will be judged on its own merits and circumstances. The granting of time off in one case will not necessarily set a precedent for other cases.

In setting this policy the school has taken into account the arrangements available for short term cover for absent teachers and the school's commitment that teachers will only rarely be required to cover.

Care will be taken in applying this policy to ensure compliance with equality legislation and Local Authority policies on avoiding discrimination.

### **3. Statutory Leave**

#### Time Off For Dependants

The Employment Relations Act 1999 provides all employees with the right to take reasonable unpaid time off to deal with certain unexpected or sudden emergencies relating to dependants.

Staff taking time off under this right must notify the Headteacher of their absence on the day they take time off and if possible to give notification in advance.

Circumstances when an employee may take time off are:

- If a dependant falls ill, or has been injured or assaulted
- To make longer term care arrangements for a dependant who is ill or injured
- To deal with a death of a dependant
- To deal with unexpected disruption or breakdown of care arrangements for a dependant
- To deal with an incident involving the employee's child during school hours

There are statutory rights to parental and adoption leave.

#### Examination Duties

Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales.

#### Jury Service

Employees may take paid leave to undertake jury service or to appear as a witness. They are required to claim the allowance for loss of earnings from the Court and an equivalent amount will be deducted from the employee's salary.

### Time Off To Attend Ante-Natal Appointments

The Maternity Regulations provide the right for all women to take reasonable paid time off to attend antenatal care. Women staff must produce evidence of appointments if requested to do so by the Headteacher.

### Time Off For Public Duties

Staff who are appointed to an important office in public service, e.g., as a Magistrate, Local Government Councillor or Member of the General Teaching Councils for England will be granted up to 18 days paid leave of absence in a school year.

Staff who hold such public office should advise the Headteacher at the time of their appointment.

### Time off for Volunteer Members of the H.M Forces

Volunteer members of HM Forces will be granted up to two weeks' paid leave of absence in any school year to attend summer camp where this cannot be arranged during a school vacation. If volunteers are mobilised the law protects employment and requires reinstatement on return from mobilised service.

### Trade Union And Professional Association Duties

Staff undertaking recognised Trade Union or Professional Association duties are provided paid time off.

## **4. Non-Statutory**

### Compassionate Leave

Paid compassionate leave is granted in the following circumstances:

- Sudden, serious illness of a dependent relative.
- For funerals;
  - 1 day if in London. 3 days if more than half a day's journey from London. Up to 5 days if overseas.

### Leave to Attend Significant Events

The Governors recognise that from time to time staff may have the opportunity to attend a significant event during term time. For example, the graduation ceremony for a son or daughter or the wedding of a close family member.

Teachers and term time only staff do not have a leave allowance, which can be taken during term time. This policy enables staff to take two days of unpaid leave in a school year in order to attend a significant event. Staff must seek the express permission of the Headteacher for unpaid leave in advance of the event.

The operational needs of the school will be considered before granting leave and there may be times when the Headteacher will need to refuse a request for leave.

## Interviews

All staff may take reasonable paid/unpaid leave to attend selection interviews for jobs and will be guided by local agreements to determine this. Requests to take leave to attend an interview must be made to the Headteacher in advance of the event.

## Moving House

Staff are encouraged if at all possible to make arrangements to move house during school closures. However, if this proves impossible, staff are granted one day of paid leave in order to move house. The Headteacher is permitted to ask for documentary evidence relating to why the move could not take place during school closures.

## Medical And Dental Appointments

Employees are expected to make appointments outside normal working hours wherever possible. Staff attending such appointments must seek the permission of the Headteacher before attending. The Headteacher has the right to request to see appointment cards/letters to confirm appointments and/or to establish any duty of care arrangement which it may be necessary to exercise.

## Leave For Religious Festivals And Holy Days

Regulations do not require employers to provide time or facilities for religious or belief observance in the workplace. However, requests for unpaid time off will be treated sympathetically where it is reasonable to do so.

## Time Off To Accompany A Fellow Employee In A Disciplinary Or Grievance Situation

Reasonable paid time off will be granted to accompany a fellow worker at a disciplinary or grievance hearing.

## **5. Deductions from Pay**

Where the time off granted is unpaid, the deduction from salary will be at the following rates:-

- Teaching staff: 1/365<sup>th</sup> of the annual salary for each day's absence
- All other staff: 1/5<sup>th</sup> of a normal week's pay for each day's absence

## Planned Absence Provision – In accordance with Islington Guidelines

Reason for Leave	Entitlement
<b>Leave for AnteNatal Care</b>	
<b>Provision for teaching and support staff</b> Where eligibility requirements are met this is a mandatory entitlement.	Time off with pay as agreed
<b>Child Care Clinic Appointments</b>	
<b>Provision for support staff only</b> Where eligibility requirements are met this is a discretionary entitlement.	Time off with pay as agreed
<b>Paternity Leave</b>	
<b>Provision for teaching and support staff</b> Where eligibility requirements are met this is a mandatory entitlement	Maximum of 10 days* * First 5 days of leave are paid at full pay rate, if a second week is requested this will be paid at the statutory paternity rate. This must be taken as one block of time.
<b>Flexible Working – The Right to Apply</b>	
<b>Provision for teaching and support staff</b> Where eligibility requirements are met there is a mandatory entitlement to have a request seriously considered. It does not give an automatic right to work flexibly.	A right to have a request to work flexibly given serious consideration in line with ACAS guidelines.
<b>Jury Service</b>	
<b>Provision for teaching and support staff</b> Time eligibility requirements are met this remain a mandatory entitlement. to request a deferral	off with pay. Absence request forms Where requirement and the school is entitled is a where appropriate.
<b>Examinations</b>	
<b>Provision for support staff only</b> *This is a discretionary provision	Reasonable time off with pay for relevant qualifications
<b>Trade Union Annual Conferences</b>	
<b>Provision for teaching and support staff</b> *This is a discretionary provision where staff are eligible	Reasonable time off
<b>Public Duties &amp; Justice of the Peace</b>	
<b>Provision for teaching staff</b> Public Duties:	<ul style="list-style-type: none"> <li>• Up to 15 days per year for public duties, subject to agreement to release</li> <li>• Up to 20 days per year for Justice of the Peace, subject to agreement to release</li> </ul>
<b>Provision for support staff</b>	Reasonable time off

\*This is a discretionary provision where staff are eligible

### Wedding/Moving House/Job Interviews

#### Provision for teaching staff only

- Wedding
- Moving House
- Job Interviews

- 1 day or 3 days if more than half a day's journey from London.
- 1 Day
- 3 days per academic year

#### Provision for support staff

Reasonable time off

\*This is a discretionary provision for support and teaching teaching staff

### Medical Screening for Breast & Cervical Cancer

#### Provision for teaching and support staff

\*This is a discretionary provision where staff are eligible.

Reasonable time off

### Time off for appointments e.g. Dental

Provision for teaching and support staff \*This is a discretionary provision where staff are eligible.

Reasonable time off

### Illness of a child/dependant

#### Provision for teaching staff:

- **Serious illness of dependent relatives:**
- ( Child, partner, father, mother, sibling)

3 days paid in a rolling 12-month period  
(2 additional days paid at the discretion of the Headteacher)

#### Provision for support staff:

- **Serious illness of dependent relatives:**
- ( Child, partner, father, mother, sibling)
- Child/dependent sickness or failure of childcare arrangements

3 days paid in a rolling 12-month period  
(2 additional days paid at the discretion of the Headteacher)

\*This is a discretionary provision where staff are eligible.

(Pay and leave are discretionary)

Death/Funeral of a relative/partner	
<p><b>Provision for teaching staff:</b></p> <ul style="list-style-type: none"> <li>• <b>Death of relatives:</b> (Partner, father, mother, sibling, father in law or sister in law).</li> <li>• <b>Funeral of relatives/in laws</b></li> </ul> <p><b>Provision for support staff:</b></p> <ul style="list-style-type: none"> <li>• <b>Death of relatives:</b> (Partner, father, mother, sibling, father in law or sister in law).</li> <li>• <b>Funeral of relatives/in laws</b></li> </ul> <p>*This is a discretionary provision</p>	<p>3 days per relative in a rolling 12-month period</p> <p>1 day or 3 days if more than half a day's journey from London, up to 5 days if overseas</p> <p>3 days per relative in a rolling 12-month period</p> <p>1 day or 3 days if more than half a day's journey from London, up to 5 days if overseas</p>

\* Discretionary means that pay and leave are discretionary

