

# **Park View School**



## **Staff Leave of Absence Policy 2011/12**

## LEAVE OF ABSENCE

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**LEAVE OF ABSENCE****SUMMARY SHEET****1. INTRODUCTION**

All bar Appendix 5 of this policy has been based upon that of Durham County Council, and thus has been reached through cross-union agreement.

In the absence of national models, Appendix 5 details the school's suggested response to the introduction of 'rarely cover' regulations.

Leave of absence policies are determined by the Governors as employer. The entitlements are set out in national and local agreements as well as in statutory requirements. Where there is no policy discretion to grant leave of absence the decision lies with Governing Bodies. Accurate records must therefore be kept.

**2. CONDITIONS FOR GRANTING LEAVE OF ABSENCE**

School needs / requirements should be balanced against employee needs / entitlements.

**3. NOTIFICATION REQUIREMENTS**

All requests for leave should be made on a leave request form (**APPENDIX 1**).

**4. STATUTORY RIGHTS**

Statutory rights to time off cover:

- a) Trade union duties and activities - **WITH PAY** for a duty, **WITHOUT PAY** for an activity - 22 half days with a maximum of 48 half days.
- b) Public duties - **WITH PAY** - up to 48 half days maximum.
- c) Time off to look for work or arrange training in a redundancy situation - **WITH PAY** - as required.
- d) Time off for ante-natal care - **WITH PAY**.
- e) Safety representatives and training - **WITH PAY**.
- f) Jury Service - **WITHOUT PAY** (recoverable from Court).
- g) Parental Leave to care for a child - **WITHOUT PAY**
- h) Adoption Leave - **WITH PAY** (Statutory Adoption Pay - OAP/SAP)
- i) Time Off for domestic incidents - **WITHOUT PAY** - up to 2 days
- j) Paternity Leave - **WITH PAY** (Statutory Paternity Pay - SPP)

5. **NATIONAL AGREEMENTS**

A right to leave for non-teaching staff under national conditions for Local Government Services covers:

- a) Maternity support leave - **WITH PAY** - 5 days (see Family Leave in Work and Families section).
- b) Time off for medical screening - **WITH PAY**.

6. **LOCAL AGREEMENTS**

A right to leave under locally agreed conditions covers:

- a) **Family Leave**  
Adoption Leave - **WITH PAY**  
Parental Leave - **WITHOUT PAY**  
Domestic reasons - **WITH PAY** - up to 3 days for death of a near relative, up to 2 days for urgent domestic reasons and unforeseen illness in the home of the employee. (Refer to Family Leave in Work and Families section of the manual)
- b) Attendance at Court - **WITH/WITHOUT PAY**.
- c) Elections - **WITH PAY**.
- d) Examiners/moderators (GCSE) - **WITH PAY**.
- e) Examiners for Boards - **WITHOUT PAY**.
- f) Inclement Weather - **WITH PAY** subject to meeting certain conditions (see **APPENDIX 2**).
- g) Interview for posts - **WITH/WITHOUT PAY**.
- h) Non-political organisations - **WITH PAY** - up to 48 half days maximum.
- i) Religious Bodies - **WITH PAY** - up to 11 half days.
- j) Advancement of religious education - **WITH PAY** up to 48 half days maximum.
- k) TAVR - **WITH PAY** - two weeks for annual summer camp.

7. **SALARY COSTS**

Special staff replacement costs are available when cover is required in the following circumstances - jury service, TAVR annual summer camp and adoption leave.

Professional Associations recognised by the Academy will pay for an agreed number of days cover for each Association.

8. **INFORMATION FOR STAFF**

A general guideline for staff is included in **APPENDIX 3**.

## LEAVE OF ABSENCE

### 1. INTRODUCTION

The Academy has agreed to abide by National and Local agreements, applicable to teaching and non-teaching staff under their previous contracts of employment, as well as statutory entitlements.

There are, however, certain discretionary leave of absence situations, i.e. where not SPECIFICALLY mentioned in this section, when Governing Bodies are empowered to make decisions.

It is recommended that for the purposes of consistency, a record of decisions is kept within the school.

### 2. CONDITIONS FOR GRANTING LEAVE OF ABSENCE

It is a condition of the granting of leave of absence that it will not in the opinion of the Head Teacher and Governing Body, disorganise the work of the school. Reasonable advance notice should also be given when making a request for leave. Head Teachers and Governing Bodies must consider the needs and commitments of the school when considering leave of absence requests.

It is the responsibility of employees to consult their Head Teacher/Governing Body prior to seeking or accepting extraneous commitments which will involve a significant amount of time away from work.

### 3. NOTIFICATION REQUIREMENTS

Once leave of absence has been granted, accurate records of the amount of time taken off should be maintained.

Requests for leave should be made in a consistent way and the school's leave request form is outlined in **APPENDIX 1**. If there is any doubt as to whether leave should be granted or whether it should be with or without pay, then advice should be sought from the Headteacher.

Head Teachers and Governing Bodies need to be satisfied that the granting of leave would not be detrimental to the running of the school. In order to ensure that applications are dealt with in a consistent manner, it is recommended that requests for **UNPAID** leave be dealt with as follows:

Period	Request determined by
Up to 4 weeks	Head Teacher/Governing Body
4 weeks or more	Governing Body

Leave of absence and sickness are two distinct issues. Doctor and hospital appointments should ideally be arranged outside of school hours, however where this is not practical leave of absence will need to be agreed.

#### 4. STATUTORY RIGHTS

There are certain statutory obligations on employers to grant employees time off work. The following activities are covered by the Trade Union and Labour Relations (Consolidation) Act 1992, the Employment Relations Act 1999 and the Maternity and Parental Leave Regulations 1999.

##### a) Trade Union Duties and Activities

An employee who is an official of an independent trade union, which is recognised by the employer \*(see below and over) must be allowed reasonable time off **WITH PAY**, during working hours, as follows:

- collective bargaining with the appropriate level of management;
- informing constituents about negotiations or consultations with management (assistance can be given with this for normal day to day business, e.g. by making internal mail systems, notice boards available, which could minimise time off);
- meetings with other lay officials or with full-time union officers on matters which are concerned with industrial relations between his or her employer and any associated employer and their employees (this would normally apply to meetings held prior to or after joint meetings with management);
- interviews with and on behalf of constituents on grievance and discipline matters concerning them and their employer;
- explanations to new employees whom he or she will represent, of the role of the union in the workplace industrial relations structure (this refers to induction of new members, not recruitment);
- training in aspects of industrial relations.

These rights apply only to officials of trade unions recognised by the employer, those currently recognised by the Academy are:

##### **Non-teaching Staff**

UNISON  
GMB  
TGWU

##### **Teaching Staff**

NUT  
NAS  
NAHT  
SHA  
ATL

It is Academy's policy to grant up to 22 half days leave with pay, for the aforementioned purposes, in the first instance, in any academic year. This can be approved by the Headteacher. For leave beyond 22 half days, approval must be sought from the Director of Children and Young People's Service on the recommendation of Governing Bodies. This can be reviewed if necessary, but normally any time beyond 48 half days leave would be granted without pay, and any such leave would only be granted in the most exceptional circumstances.

An employee who is a member of an appropriate trade union, which is recognised by the employer, is entitled to reasonable time off for certain trade union activities, for which the employer **IS NOT OBLIGED TO PAY**. Examples of time off that might be granted under this provisions include branch meetings, political or annual TUC conferences or national meetings to which the TUC appoint representatives. A request should be made to the Headteacher in the first instance in these causes.

#### b) **Public Duties**

These provisions apply to employees who are:

- Justices of the Peace;
- Members of a Local Authority;
- Members of a Statutory Tribunal;
- Members of a Regional or Area Health Authority

Academy policy is to grant up to a maximum of 48 half days, **WITH PAY**, per academic year to employees who are in the first four categories listed above. Leave of absence to attend meetings of school governing bodies is dealt with on the following basis:

<b>Governing Body</b>	<b>Leave Recommended</b>
Primary Schools (inc. Nursery Schools)	Up to 6 half days per annum
Comprehensive Schools	Up to 8 half days per annum

These amounts of time off being subject to an overall maximum of 26 half days per annum, with pay, where employees are members of several governing bodies.

In those cases where an employee has the option of taking leave with either attendance or financial loss allowance (e.g. in the case of Members of Local Authorities or Magistrates) or of taking leave with salary the following rules shall apply:

- i) Where an employee elects to take leave with salary the total number of half days would, save in the most exceptional circumstances, be restricted to 48, and
- ii) Where an employee elects to take leave without salary they may be permitted to take unlimited leave.

Leave of absence with salary will be granted only if the employee concerned does not claim an attendance allowance or financial loss allowance and if the employee does claim such an allowance leave of absence, if granted, will be with salary less the allowance claimed.

c) **Redundancy**

An employee who is given notice of dismissal because of redundancy is entitled to reasonable time off work **WITH PAY DURING WORKING HOURS** to look for another job or to make arrangements for training.

d) **Time off for Ante-Natal Care**

All pregnant employees are entitled to time off to keep appointments for antenatal care made on the advice of a registered medical practitioner, registered midwife or registered health visitor. Antenatal care is not restricted to medical examinations, for example it could include relaxation classes and parentcraft classes as long as these are advised by a registered medical practitioner, registered midwife or registered health visitor.

Except in the case of her first appointment, the employee must be prepared to show her employer on request:

- a certificate from a registered medical practitioner, registered midwife or registered health visitor confirming that she is pregnant; and
- an appointment card or some other document showing that an appointment has been made.

\* See Maternity Rights contained within Work and Families section of the HR Manual

e) **Safety Representatives and Safety Committee Regulations 1979**

These regulations provide for recognised trade unions to appoint safety representatives from among the employees at an establishment. The employer must permit safety representatives to **TAKE TIME OFF WITH PAY**, when they carry out inspections of the workplace, either on a regular basis or following an accident complaint or dangerous occurrence; and must make relevant information available to them.

It is Academy policy that **PAID LEAVE** be granted to safety representatives attending the 10 day TUC training courses up to a maximum of 12 persons per year. It being the responsibility of the trade unions to agree amongst themselves the nominees for such courses.

f) **Jury Service**

There is no statutory provision entitling an employee to time off for jury service. However, preventing a person from attending as a juror is both a crime and contempt of court. County Council policy is to allow leave of absence and to deduct from the employee's pay either the whole or half days salary as appropriate or the maximum loss of earnings figure that is recoverable by the employee from the Court.

g) **Time Off for Domestic Incidents**

All employees have a statutory right to take a reasonable period of unpaid time off work to deal with an emergency involving a dependent, and not to be dismissed or victimised for doing so.

Durham County Council's Local Conditions of Service, which the Academy has adopted in this respect, already makes provision for time off for domestic reasons (see Appendix 2 and Appendix 3). This clause is still appropriate but should be considered along with the new statutory entitlements. In addition to the existing DCC arrangements, the new statutory right allowing time off for domestic incidents provides a definition of who counts as a dependant as well as the circumstances for which leave may be granted. It enables employees to deal with an unexpected or sudden problem and make any necessary arrangements:

- if a dependant falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than physically injured
- when a partner is having a baby
- to make longer term care arrangements when a dependant is ill or injured
- to deal with the death of a dependant
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example when the child minder does not turn up.
- to deal with an incident involving the employee's child during school hours; for example, if the child has been involved in a fight or is being suspended from school.

A dependant is defined as the partner, child or parent of the employee or someone who lives with the employee as part of their family e.g. a grandparent or aunt.

In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance as the primary carer.

Employees need to tell their employers as soon as possible about their absence, the reason for it and how long they expect to be off. As the new leave arrangements are intended to cover emergencies, where employees know in advance that they are going to need time off it may be possible for them to arrange to take annual leave (unless they are entitled to parental leave in the case of a child).

Employees can complain to an employment tribunal if they think they have been unreasonably refused time off or victimised for taking it. A complaint must be made within three months of the date when the time off was refused or victimisation took place. The employer could be required to pay compensation to the employee if the tribunal finds in his/her favour.

## 5. LOCAL DCC AGREEMENTS (since adopted by the Academy)

### a) Attendance at Court

- i) Where employees are giving evidence in court - leave should be granted **WITH PAY** less attendance allowance from court.
- ii) Where employees are acting as defendants in criminal cases - leave of absence should be granted **WITH OR WITHOUT PAY**, depending upon whether the charge is proven.
- iii) Where employees are involved directly in a court case - leave of absence should be granted **WITHOUT PAY**.

### b) Elections

Leave of absence **WITH PAY** is granted to staff employed on Polling Day and at the count, in connection with County Council, Parliamentary and European Elections.

### c) Examiners/Moderators (GCSE)

Head Teachers/Governing Bodies are empowered to grant leave of absence, **WITH PAY** (up to a maximum of 22 half days per annum) for both purposes, to employees who are appointed as examiners or moderators for examinations in connection with GCSE for the purpose of:

- i) attending meetings of examiners and moderators called by the appropriate Examining Boards;
- ii) making such visits to schools in connection with these duties as may be required by the appropriate examining boards.

Leave of absence for the purpose of marking scripts is not granted. The Examining boards now issue vouchers, either for full or half days to enable supply cover to be funded for teachers who are undertaking approved duties. Such vouchers are to be submitted to the Academy.

### d) Examiners for Boards

Leave of absence for employees appointed as Examiners for University, Physical Training and similar examination Boards, or occasional lectures can be granted, **WITHOUT PAY**.

### e) Inclement Weather

- i) An employee is expected to make a genuine attempt to get to work, e.g. where a bus service is operating. The fact that an employee could not get to work by car should not be accepted as an excuse for absence.
- ii) Where the Head Teacher considers it appropriate, employees unable to reach their normal places of work are expected to report to their nearest Educational establishment.

- iii) In all cases where an employee is unable to get to his or her normal place of work, the employee is required to notify his or her school of all the circumstances as soon as possible.

Employees should be granted special leave **WITH PAY** as a result of inclement weather, only if the above conditions have been satisfied.

Guidelines for staff are outlined in **APPENDIX 3**.

f) **Interviews for Posts**

Leave of absence can be granted to allow employees to attend interviews with other Local Authorities or with Government Departments **WITH PAY**.

Leave of absence can be granted to attend interviews with other bodies **WITHOUT PAY**.

g) **Non-political Organisation**

Members of organisations whose principal objectives include the improvement of the standard of local government services (but whose objects do not include the improvement of the status and conditions of employment of employees) may be granted up to 48 half days leave, **WITH PAY**, to attend meetings at which any question affecting local government services is to be discussed.

h) **Religious Bodies**

Leave of absence, **WITH PAY**, can be granted up to a maximum of 11 half days per annum, for employees who represent religious bodies at local and national meetings of such bodies.

i) **Religious Education**

Appointees to organisations whose objectives include the advancement of religious education in primary and secondary schools may be granted leave of absence, **WITH PAY**, for up to 48 half days per annum.

j) **T A V R**

Staff attending summer camps or Territorial Army or Volunteer Reserves, a maximum of two weeks per financial or academic year **WITH PAY**.

k) **Time Off for Medical Screening**

The NJC Conditions for Local Government Services provides time off **WITH PAY** as necessary to non-teaching staff for the purposes of being screened for breast and cervical cancer. The Academy has accepted these in this respect.

6. **SALARY COSTS**

- a) Where teachers are granted leave of absence **WITHOUT PAY** and are replaced by a supply teacher, there will still be a cost to the school, since the divisor for supply teacher salary is 195, rather than 365.

- b) It should be noted that for teachers:
- i) the minimum deduction made from the payroll is half a day's pay, i.e. one session
  - ii) payment of salary is made up to the end of the notional term and this needs to be noted for costing purposes
  - iii) leave of absence without salary occurring on a Friday and the following Monday will result in 4 days pay being deducted.

## 7. INFORMATION FOR STAFF

A general guideline for staff regarding the area of leave of absence is outlined in **APPENDIX 3**. This may be adapted by individual schools for circulation.

PARK VIEW SCHOOL

APPLICATION FOR LEAVE OF ABSENCE FROM DUTY (OTHER THAN PERSONAL ILLNESS)

To: The Head Teacher/Governing Body\*

(1) Full name and address

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(2) Capacity in which employed

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(3) Date(s) of intended absence

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(if half day state am or pm)

(4) Full Reason

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Date of application \_\_\_\_\_ Signed \_\_\_\_\_

Decision of Head Teacher/Governing Body\*

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Signed \_\_\_\_\_

Head Teacher/Chair of Governors\*

Date \_\_\_\_\_

\* Delete as applicable

N.B. Requests for leave of absence from Head Teachers must be authorised by the Chair of Governors.

## GUIDELINES FOR EMPLOYEES WHO ARE UNABLE TO REPORT TO THEIR PLACE OF WORK AS A RESULT OF INCLEMENT WEATHER (DURHAM COUNTY POLICY)

1. It is acknowledged that members of staff do make genuine attempts to get to school during inclement weather. It is expected of every member of staff that he/she should do so and that for instance, where a bus service is operating, the fact that you could not get to work by car will not be an acceptable excuse for absence.
2. If, however, after all alternative methods of transport (including public transport) have been investigated and you are unable to get to work, then you are required to notify the School as soon as possible after 8.45 a.m. and in any case within 2 hours of the time at which work was due to start. Where the Headteacher considers it appropriate, employees unable to reach their normal place of work are expected to report to their nearest Educational establishment.
3. Notification should include details of attempts made to get to work and if appropriate, what arrangements can be made at the School for work to be done by pupils and/or other staff if necessary.
4. In cases which satisfy the above conditions and you are genuinely unable to get to work, leave of absence with pay may be granted.

### Emergency Closures: Park View Specific Guidelines for Staff

The decision to close a school for any amount of time lies with the Governing Body. At Park View Community School, this power has been delegated to the Headteacher, who will liaise with the Chair of Governors before coming to a final decision.

The school has a statutory duty to remain open if possible in order to provide education for those in its care.

#### 1. Inclement Weather/Emergencies (eg flood/water leak etc)

- a) **If you are unsure whether the school is open or not:** look at the web-site or the Learning Gateway, as both will have information posted on them as quickly as possible. Alternatively, listen to local radio stations, as all will have been informed, or ring the school - we will attempt to have a message on the answerphone asap. The golden rule is assume we are open unless you receive a message to say otherwise.
- b) **If you find out that the school is closed:** you are still required to attend unless specifically told otherwise. In the event of closure for staff and students, technically you should report to your nearest educational establishment within Durham County, if this is practicable.
- c) **If the school is open but your journey to school has been affected by the weather:** you should attempt to keep the school informed of your estimated time of arrival. Remember, the local authority can withhold pay if it is felt that you did not act reasonably and responsibly. This would be ascertained in a return to work interview with the Headteacher if you had been unable to get into school on a day when it was open.
- d) **If the school initially opens but the situation deteriorates / an emergency occurs:** only the Headteacher in liaison with the Chair of Governors can

make the decision to close. No consultation is required with staff not should staff seek to influence the decision in any way.

- e) **If the school has to close during a school day:** our first duty is to ensure that arrangements are made to transport the students safely home. Only when the last child has left the building and clear instructions by the Headteacher will it be permissible for staff to leave the building, if that is deemed the necessary course of action. It should be noted that just because the students have gone home, does not mean that the staff will necessarily follow suit, particularly if the emergency affects only one site.
- f) **In cases of inclement weather:** it is permissible for those staff who have potentially hazardous journeys home to seek guidance from the Hedateacher during the school day.

## 2. Pandemic

- a) **In the case of a member of staff or a student contracting eg Swine Flu:** advice would be sought from the Local Authority on whether closure was necessary.
- b) **If the school were to close:** the Headteacher would decide whether it was necessary for staff to attend during the closure.
- c) **Our duty to ensure that students were educated during the closure:** would remain. We propose that staff working from home would set work through the learning gateway or their faculty sites for students to do. It would be an expectation that they would be available during the school day to receive e-communication from students and to give advice re submitted pieces of work-only existing school systems should be used by this and there should be no personal contact through telephone calls, private e-mails etc. Thought will need to be given to those students and staff who do not have access to ICT at home- the exact logistics of this will hopefully be clarified by the Local Authority within the coming weeks.
- d) **Should the pandemic strike during the examination period:** advice will be sought from the Local Authority and Ofqual to ensure that students are not disadvantaged.
- e) **Re-opening the school:** could only be done when the Headteacher was advised by the Local Authority to do so. At that point, we would need to put into place systems to allow students to catch up with missed work.

LEAVE OF ABSENCE

GUIDELINES FOR STAFF

1. All staff are expected to present themselves for work as required. Staff must make every efforts to obtain personal and medical appointments outside of contractual hours and during school holidays before requesting leave of absence.
2. LEAVE OF ABSENCE IS NOT AN AUTOMATIC RIGHT, each request will be considered on its individual merits taking into account notice, reasonableness and the school's needs and commitments at the time. It is a condition of the granting of leave of absence, whether or not it falls under statutory, national or local arrangements, that it will not, in the opinion of the Head Teacher and Governing Body, disorganise the work of the school. Similarly, the granting of leave of absence should not be detrimental to the running of the school. The only exception to this is leave to deal with domestic incidents. As the purpose of this is to deal with emergencies there is no provision for postponing/refusing leave. However, Head Teachers and Governing Body's need to satisfy themselves that the reason for the request is a genuine one and is in accordance with the statutory requirements. Any unreasonable refusal could lead to a claim to an employment tribunal (see paragraph 4(i))
3. Leave requests should be directed in writing to the Head Teacher as soon as practicable, whereby a decision will be made by the Head Teacher or Governors.
4. There are no definitive guidelines covering the granting of leave of absence for reasons outside the statutory, national and local agreements other than that there is NO entitlement to such leave. It is solely for the Head Teacher/Governing Body to decide whether or not leave should be granted and in doing so will consider - the amount of notice given - the reasonableness of the request - individual circumstances - the school's commitments - whether or not it is work-related. Leave of absence in such situations, if granted, would usually be without pay. If the event or appointment would in some way be beneficial to the school or the employee's work leave of absence, if granted, may well be with pay.
5. Leave granted without salary on a Friday and the following Monday will result in 4 days pay being deducted.
6. It should be noted that a request for leave of absence without pay may still result in a cost to the school since the divisor for supply staff used for cover purposes is 195 days, rather than 365 days.

## **‘RARELY COVER’ : ARRANGMENTS FOR MEETING STATUTORY OBLIGATIONS AT PARK VIEW COMMUNITY SCHOOL**

At Park View School, we recognise ‘rarely cover’ as an integral feature of the National Agreement and, as such, a further opportunity to enable teachers to focus on their core activity, leading high quality teaching and learning, whilst achieving a work/life balance.

We have a clear and robust system that ensures that all teachers, including the Headteacher, cover only **rarely** and only in circumstances that are **not foreseeable**.

When cover is issued, we will ensure that it is shared equitably amongst all teachers in the school, including the Headteacher, taking account of their teaching load and other duties. A log will be kept by the Cover Manager which will be available for inspection by any colleague to ensure equity.

The school follows the Leave of Absence regulations outlined in the Local Authority Human Resources Manual and the School Teachers’ Pay and Conditions Document.

From September 2009, Park View will employ 2 cover supervisors to cover short term and foreseeable absences. In addition, a new non-teaching colleague will undertake upto 10 hours of cover per weekend and we will buy up to 3 cover supervisors each day.

**‘Foreseeable absences’** are defines as:

- Staff absence through illness upto the anticipated daily rate based upon past absence data (2008/9: average 3.5 absence through illness per day)
- Staff CPD activities
- Staff meetings/learning events
- Sporting events
- Hospital/dental appointments
- Funerals
- Any other activities which have involved forward planning.

**‘Short term absence’** is defined as anything below 5 consecutive days.

As part of our strategy, as many of these activities as possible will be calendared before the start of the academic year.

In order to facilitate this process:

- **3.5 cover managers will be ‘reserved’ each day to cover short term staff illness.** When they are not being used in this capacity, they will be assigned to faculties to undertake administrative duties.

**NB Maternity leave/long-term absence will not count from the moment the school’s insurance scheme is triggered.**

- **2 cover supervisors will be ‘reserved’ to cover other planned staff absence (see above).** Planned staff absence will be limited to 2 colleagues per day, with a ‘first come, first served’ principal operating. If there is dispute or over-demand, Mrs K Tate (Assistant Head) will decide, based upon school priorities. The only exceptions will be for those colleagues who have undertaken Examination Board duties which have **supply cost re-imburement** built into them or who are leading activities which will **accrue income for Park View equivalent or above the supply cost of their absence** .

Teaching timetables are not frozen in time and there may be in-year variations in timetabled teaching arrangements to deal with significant change eg

- A long-term teacher absence or a maternity, when timetables are changed to protect key groups.
- A calendared Enrichment or curriculum activity (eg For 2009/10 these will be Go Ahead mornings, Active Citizenship fortnight and Lower School Literacy Day).

Teachers may be used for differing teaching purposes on such days. These periods will not count as cover.