



# SCHOOL LEAVE POLICY AND PROCEDURE

**Annual Leave and Bank Holiday Policy and Procedure  
Sabbatical Leave Scheme  
Special Leave Policy**

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**

This is a model Leave Policy recommended by the Council for adoption by Governing Bodies.  
It is based on the Council Policy and adapted, as appropriate, for schools.

*If you have any feedback on how we might improve our HR policies and guidance please email [E](mailto:RTeam@cardiff.gov.uk)  
[RTeam@cardiff.gov.uk](mailto:RTeam@cardiff.gov.uk) with your suggestion*

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Version 4	01.06.2023	New Special leave entitlements, Fostering Leave Added and Annual Leave days updated

## SECTION 1 - INTRODUCTION, ROLES and RESPONSIBILITIES

- 1.1 The Governing Body and the Council are committed to helping employees achieve a balance between their work and outside lives. The school supports the ethos that Work Life Balance is an opportunity for all employees and not just those with family or caring responsibilities or in particular grades or occupations.
- 1.2 This policy and procedure is one of a suite of benefit policies developed to support employees in achieving a Work Life Balance. As with all Work Life Balance policies there will be benefits for the school in implementing such practices, including; improving employee morale and positively impacting upon sickness absence levels; aiding recruitment and improving retention. In addition, there is potential for the school to achieve cost savings following successful applications for sabbatical leave.

### 1.3 ROLES AND RESPONSIBILITIES

It is important that everyone clearly understands their roles and responsibilities within these processes.

### 1.4 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to:

- Provide contact details, which may be used by management in exceptional circumstances, such as reorganisations.
- Ensure applications for leave which impact on pay, e.g. Sabbatical Leave are made in a timely way so that there is sufficient time for the application to be processed and for payroll adjustments to be made on time.

#### **Annual Leave**

- Those in receipt of an annual leave entitlement to take the holidays to which they are entitled.
- Adhere to the school requirements for applying for annual leave.

#### **Sabbatical Leave**

- Advise their headteacher/manager of any change in circumstances e.g. address and contact details.
- Keep-up-to-date with their profession where one exists by maintaining membership of the relevant professional bodies, undertaking any relevant Continuous Professional Development training required to maintain professional membership.
- Ensure all accrued annual leave entitlement is taken before commencing Sabbatical Leave. (Leave taken in excess of the accrued entitlement must be repaid prior to the commencement of the break.)
- Establish impact on their pay deductions and on the terms and conditions of any employee benefit and salary sacrifice schemes, e.g. including Car Loans, Cycle Scheme by contacting the relevant officers.
- Make arrangements to protect their state pension entitlement by making good any shortfall in National Insurance contributions.

## **1.5 HEADTEACHER/MANAGER RESPONSIBILITIES** (In addition to their responsibilities an employee)

- Support the Council's commitment to help employees achieve a Work-Life balance.
- Take into account operational needs and any potential negative impact on the Work Life Balance of other team members.
- Ensure applications for leave which impact on pay, e.g. Sabbatical Leave, are approved in a timely way so that there is sufficient time for the application to be approved, processed and for payroll adjustments to be made on time.
- Seek advice from HR People Services when required.

### **Annual Leave**

- Monitor the annual leave of their employees.
- Ensure that annual leave is recorded on DigiGOV for employees who are not PC Users.
- Ensure all annual leave is updated in DigiGOV prior to approving an employee's exit/termination. Or in the case of employees not recording annual leave on DigiGOV to calculate the under/overpayment and inform payroll in time for the final salary payment.

### **Sabbatical Leave**

- If refusing a Sabbatical Leave request, provide business case reasons in writing within 14 calendar days and work with the employee to explore other options.
- Consider requests for Sabbatical Leave on a business case basis, taking into account the school's needs.
- Arrange a meeting within 14 calendar days with the employee to discuss the request.
- Inform HR People Services of the employee's intended return from Sabbatical Leave in time for pay to be reinstated.
- Ensure that employees on Sabbatical Leave receive all correspondence relating to school reorganisations which may have implications for their employment.

## **1.6 HR PEOPLE SERVICES RESPONSIBILITIES**

- Advise and support headteachers, managers and employees in the application of this policy and procedure as required.
- Issue the Sabbatical Leave agreement for signing.

## **1.7 The purpose and key principles related to Annual Leave, Special Leave and Sabbatical Leave are set out in the relevant sections.**

## **SECTION 2- ANNUAL LEAVE and PUBLIC HOLIDAY POLICY**

### **PURPOSE**

- 2.1 This section of the policy provides details of annual leave and Public Holiday entitlements, procedures for requesting and approving leave, and other miscellaneous leave provisions.

### **WHO IS COVERED**

- 2.2 This policy applies to those school support staff who are entitled to annual leave, irrespective of status and/or grade, age, disability, gender identity/reassignment, marriage and civil partnership, pregnancy and maternity (including same sex couples), race, religion or belief, sex, sexual orientation (including same sex couples) and the Welsh Language. Part time employees will be entitled to pro-rata allowances. It does not apply to school support staff whose leave is encompassed within term time working, and does not apply to teachers.

### **KEY PRINCIPLES**

- 2.3 When booking annual leave, employees should give as much notice as possible in order to ensure that managers can make appropriate arrangements.
- 2.4 All annual leave should be taken and there will be no payment in lieu of annual leave, except in the case of termination – see paragraph 3.31.
- 2.5 Annual leave should be taken in the form of full/part days or equivalent hours for all employees.
- 2.6 All employees should take the holidays to which they are entitled, and managers and employees should organise workloads to enable this.
- 2.7 It is the responsibility of managers to ensure that there is adequate provision for the needs of the school and therefore the taking of annual leave is subject to the exigencies of the school and management approval. In this policy a reference to 'designated manager' or 'designated managers' shall mean the person or persons designated from time to time by the Headteacher to approve leave requests for the employee in question.
- 2.8 Reference to calendar days in the policy excludes periods of school closure.

## **SECTION 3 - PROCEDURE AND ENTITLEMENTS FOR ANNUAL LEAVE**

### **PROCEDURE FOR APPROVAL OF ANNUAL LEAVE**

- 3.1 Wherever practicable and possible, leave requests in excess of 5 days should be received no later than 4 weeks prior to the start date and for leave of less than 5 days, at least 3 days notice is required. Where the required notice is not given, especially in

emergency situations not covered by the Special Leave Policy, managers should approve the leave provided it will not have a detrimental effect on the school.

- 3.2 Employees **must not** take annual leave or commit themselves to any holidays until they have received the appropriate approval either through DigiGOV or in line with the School's working practice. If the employee has not received a response to their request they must follow this up with the manager. Any employee taking unauthorised leave may be subject to disciplinary action in line with the School [Discipline Policy and Procedure](#).
- 3.3 Managers must clearly communicate to their employees the process for requesting leave. It is recommended that the process is included in induction training and confirmed to employees at the beginning of each leave year.

### **Work Based PC Users**

- 3.4 All requests for annual leave should be discussed with the designated manager, who may either verbally or via e-mail confirm or reject the request. Requests should then be recorded on [DigiGOV](#). PC users will receive a notification as soon as possible on [DigiGOV](#) confirming whether their request for leave has been approved or not. Leave should be taken until this approval has been received.

### **Employees without access to a work based PC but with access to their own internet enabled device e.g. mobile phone, i pad etc**

- 3.5 DigiGOV is available on the web by clicking [here](#).
- 3.6 Where managers have agreed the process, employees who are not able to access a work place PC but have their own mobile phone, PC, iPad etc. which has access to the internet may log in and apply for leave on [DigiGOV](#). Managers can provide employees with copies of the quick reference guides to accessing [DigiGOV](#) via the intranet.
- 3.7 The instructions for work based PC Users as above, should then be followed.

### **Employees without access to a work based PC Users and with no access to the intranet**

- 3.8 Employees who are unable to access the internet via work or their own device should request annual leave in line with the working practice in the school and will receive confirmation from their designated manager advising whether their request for leave has been approved or not. This notification will be in line with working practices and it is recommended that schools confirm the practice is in writing to employees.
- 3.9. In approving requests for annual leave, designated managers must consider the needs of the school, taking into account any relevant factors such as any seasonal fluctuations in the volume of work, other employees on leave etc. Obviously leave must not be refused unreasonably.
- 3.10 Where there are conflicting annual leave requests, priority will be given to the employee whose request was received first. However, at times when it is popular to take leave such as at Christmas, Easter and during school holiday periods, approval may be alternated on an annual basis.
- 3.11 Once approval for annual leave has been given, it will not normally be withdrawn. However, there may be occasions where exceptional and or emergency situations occur (e.g. Civil Defence) which necessitate leave being cancelled and the School

reserves the right to withdraw approval in such exceptional situations. Any decision to withdraw approval must be in consultation with the HR People Services. Where approval is withdrawn, the employee must be fully compensated for any actual financial losses incurred as a result of any cancellation. This cost must be borne by the School. Where this happens, the annual leave will not be lost.

- 3.12 On two occasions per annual leave year (i.e. 2 working days for full time or part time / job share employees), the usual timescales for requesting annual leave may be relaxed. This will mean that twice a year, employees who wish to take one of their working days as annual leave at short notice can do so. This may include ringing in on the day to request leave. However, employees who wish to use this facility must contact their designated manager to request approval for the leave, which will normally be approved unless there are exceptional reasons why it is not possible to do so. Please note that approval cannot be requested retrospectively and employees who fail to contact managers before hand will be deemed to be absent without leave.

### **ANNUAL LEAVE ENTITLEMENTS (excluding Public Holidays)**

<b>CATEGORY</b>	<b>LESS THAN 5 YEARS SERVICE</b>	<b>5 YEARS SERVICE</b>
	<b>Days</b>	<b>Days</b>
Grades 1 - 10	28	33
Soulbury Employees*	25	30

\* These employees currently have 4 extra statutory days leave in addition to their annual leave entitlement.

*See calculator for calculating holiday entitlement for part-time employees and new employees in their first year at the end of this policy.*

- 3.13 The annual leave entitlement is calculated on the basis of a number of days and the expectation is that employees will generally take their annual leave in whole or half days, or several days, as this will ensure that employees have appropriate rest periods away from the workplace. However, there may be circumstances where employees wish to take a shorter period of leave, in the form of hours/minutes.
- 3.14 Employees wishing to take annual leave for a period of hours/minutes should seek approval in the usual way from their Headteacher and submit their request via the usual process.

### **PUBLIC HOLIDAY ENTITLEMENTS**

- 3.15 There are normally **8** Public Holidays in an annual leave year as follows:

**Good Friday**  
**Easter Monday**  
**May Day**  
**Whitsun Monday**



**August Bank (Public) Holiday Monday**  
**Christmas Day**  
**Boxing Day**  
**New Years Day**

There may be years when Easter falls in the same annual leave year and Public Holidays will be allocated accordingly.

## **PUBLIC HOLIDAYS FOR PART TIME EMPLOYEES**

- 3.16 Under the provisions of the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 part timer employees have the right not to be treated by their employers less favourably than comparable full time workers and are entitled to a pro rata entitlement for Public Holidays irrespective of whether their working day falls on a Public Holiday. It should be noted that job sharers are part time workers.
- 3.17 There are normally 8 Public Holidays in a leave year and part time employees entitlement should be calculated in hours as follows. ([See calculator](#)).

**Contracted Hours ÷ 37 x 8 Public Holidays x 7.4 hrs = Annual Entitlement**

e.g. employee working 18½ hours per week

$$18\frac{1}{2} \text{ hours} \div 37 \times 8 \times 7.4 = 29.6 \text{ hours}$$

- 3.18 The total hours / days should be banked at the beginning of the leave year. Where a Public Holiday day occurs on a part timer's normal working day then the hours normally worked for that day should be debited against the banked hours.
- 3.19 As most Public Holidays days fall on Monday those employees who normally work on these days will have more time off than their Public Holiday entitlement. They will be required to make up any debits by working extra hours, or using their annual leave entitlement. Those employees who do not normally work on Public Holidays days will probably have more credit hours than they need to cover these days and should be allowed to take these credits on other days.

## **ANNUAL LEAVE CARRY OVER**

- 3.20 The annual leave year runs from the 1<sup>st</sup> April to the 31<sup>st</sup> March and employees should aim to take their full leave entitlement during this period. However the school will allow employees to carry over a maximum of 5 days annual leave (pro rata for job share or part time employees) from one year to the next.
- 3.21 No carry over in excess of 5 days will be allowed. (Pro rata for job share / part time employees). This includes any hours part time employees are credited for Public Holidays. In the case of maternity leave which spans two leave years, all annual leave accrued should be carried over. Please see paragraph 3.23 in respect of long term sickness.

- 3.22 Employees transferring between Cardiff schools will take their remaining annual leave entitlement with them.
- 3.23 The European Working Time Regulations allow employees to carry forward any annual leave which cannot be taken due to long term sickness absence. In this instance, the calculation of outstanding leave will be based on the Statutory Entitlement to annual leave and bank holidays stated within the European Working Time Regulations and not Cardiff Council's annual leave entitlements. Any annual/Public Holiday leave already taken will be deducted from the above determine the amount of leave to be carried forward. The leave must be taken within a period of 18 months of the end of the leave year in which the annual leave originally accrued.

## **ANNUAL LEAVE AND SICKNESS**

- 3.24 Employees taken ill whilst on annual leave and wish to reclaim their leave must follow the normal sickness notification procedure including the requirement to make contact with their manager on the first day of absence. In addition a Statement of Fitness for Work must be provided from their General Practitioner which covers the entire period of absence.

## **RELIGIOUS HOLIDAYS**

- 3.25 Employees who wish to observe religious holidays, which do not coincide with public holidays, may take annual leave or request unpaid leave. It is recognised that in some cases employees may only be able to provide short notification of the request. Every effort will be made to accommodate such requests subject to school needs.

## **LATE RETURN FROM ANNUAL LEAVE**

- 3.26 If for any reason, employees know that they will be late returning from annual leave they must notify their manager of the late return as soon as possible and discuss and agree revised arrangements i.e. additional annual leave, unpaid leave or other arrangements. Failure to do so will render the employee liable to disciplinary action for unauthorised absence.

## **SUSPENDED EMPLOYEE – ANNUAL LEAVE**

- 3.27 An employee may take leave whilst suspended from work. If the annual leave year concludes during the period of suspension any outstanding leave beyond the normal 5 day carryover cannot be carried forward. The employee must request the leave from the manager who is their nominated contact during the suspension.

## **ANNUAL LEAVE AND OVERTIME**

- 3.28 Where employees are on annual leave, they cannot be asked or volunteer to come in to work to undertake duties for overtime. The reason for this is because the purpose of annual leave is to ensure that employees have adequate rest periods away from the workplace.

## NEW EMPLOYEES

- 3.29 New employees will be entitled to a pro rata leave allowance of their annual leave entitlement calculated for the period between the date of their appointment and the 31<sup>st</sup> March. ([Employees Annual Leave Calculator](#))
- 3.30 When calculating the leave entitlements of new employees continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Local Government) (Modification) Order 1983 as amended applies.

## TERMINATION OF EMPLOYMENT

- 3.31 On termination of the contract of employment employees will be entitled to an accrued allowance for their final leave year (excluding public holidays) based on the following calculation  $(A \times B) - C$ . Where
- A = period of leave to which the employee is entitled.  
B = the proportion of the employee's leave year which expired before the effective date of termination.  
C = the period of leave taken by the employee between the start of the leave period and the effective date of termination.
- 3.32 Where appropriate, employees should be encouraged to take their leave entitlement before the termination of their contract of employment. Where outstanding leave is paid, the payment is subject to normal statutory deductions.
- 3.33 Where the annual leave taken at the date of termination has exceeded the number of days accrued, the Council will deduct the appropriate sum from the employee's final salary, or invoice the employee accordingly.
- 3.34 The calculation of outstanding hours to be paid or reclaimed will be completed on approval of an exit in DigiGOV. It is therefore essential that all annual leave is recorded accurately in DigiGOV before manager's approval of an exit. Where annual leave is not recorded in DigiGOV managers must manually calculate any outstanding /overtaken leave and inform payroll in order to ensure that the final salary is calculated accurately.

## SECTION 4 – SPECIAL LEAVE PROVISIONS

### PURPOSE

- 4.1 One of the Governing Body's and Council's key commitments is to Work life balance The Governing Body recognises that there are times when employees will need short periods of time off work to deal with family and domestic situations.
- 4.2 The Governing Body and the Council recognises that many areas of public service can only function through the good will of employers who agree to their employees having time off to attend to such duties. The Council wishes to encourage its employees to

enter into public service, but must balance this with the needs of service users.

- 4.3 These provisions outline the reasons where special leave may be granted (over and above annual leave entitlements), and the number of days allowable.

## KEY PRINCIPLES

- 4.4 Headteachers are responsible for ensuring that there is adequate provision for the needs of service users and therefore any of the provisions in this policy are subject to management approval. **They are not an automatic entitlement and any request will be subject to the needs of the school.** To ensure a fair and consistent approach Headteachers must consult HR People Services prior to giving approval for other than routine special leave requests.
- 4.5 Employees requesting special leave must apply for approval through DigiGov (or the Special Leave application form for those without DigiGov access), as far in advance as possible taking into account the circumstances of the request.
- 4.6 These provisions are to deal with genuine requests for special leave and any abuse of the provisions will be dealt with under the School's Disciplinary Policy. Where applications for special leave are frequent then Headteachers should discuss this with the employee.
- 4.7 Where special leave is granted and the employee is entitled to claim an allowance for loss of earnings, the employee should claim and pay the allowance to the Council e.g. Jury Service. In such cases, advice should be taken from HR People Services.
- 4.8 Where special leave with pay is approved the daily amount payable will be the amount normally payable when an employee is taking annual leave or 1/365<sup>th</sup> for teachers. In the case of teachers this will be where special leave is for periods of less than a day then pro rata payments will apply. Unless stated otherwise special leave is with pay.
- 4.9 Where any of these special leave provisions could also be approved under other provisions such as the Parental Leave and Time Off for Dependents (both of which are unpaid) then the provisions of special leave would normally apply.
- 4.10 Frequently Asked Questions regarding Special Leave are available in the Section 5

## SPECIAL LEAVE PROVISIONS

Leave description	Days Allowable (Paid unless otherwise specified)	Authority to approve
<b>1. Bereavement</b>		
a: Child/step child	15 working days**	Headteacher
b. Spouse/Partner, regardless of gender	15 working days**	Headteacher
c. Parent/Step Parent/ Guardian/	15 working days**	Headteacher

d. Sibling	10 working days**	Headteacher
<p><b>In the case of a, b, c &amp; d</b>, in extenuating circumstances, the number of days special leave may be extended to take account of the exceptional circumstances of the bereavement, and has to be agreed by the Headteacher following discussion with HR People Services.</p> <p><b>In the case of a, b and c</b>, the Headteacher may agree phased return period with the employee. The period of time will be consistent with the provision for phased returns set out in the Attendance &amp; Wellbeing Policy – i.e. up to 4 weeks, which may be extended by up to a further 4 weeks in exceptional circumstances.</p> <p>** Pro rata for part time employees</p>		
e. Parent in law; step parent in law; guardian of spouse; parent; step parent; guardian of long term partner of employee	5 working days	Headteacher
f. Other relative	Appropriate time off on the day of the funeral, to travel to and attend the funeral, if a working day.	Headteacher
g. Death of an employee	Leave to attend funeral at the discretion of the manager taking account of operational needs.	Headteacher
h. Other	Annual leave/Unpaid	Headteacher
<p>Bereavement leave is provided to support staff to grieve or carry out activities related to a death. Therefore, bereavement leave will need to be taken within a short period of the death and if any other leave is currently taking place, it would be expected that the special leave is taken instead of the leave currently being undertaken. Special leave cannot be 'banked' for future use.</p>		
<b>2. Compassionate Leave</b>		
<b>a. Domestic / Personal Emergencies</b>		
<p>Leave to deal with certain unexpected or sudden emergencies that are immediate, severe and/or tragic and to make necessary long-term arrangements.</p> <p>Some examples are: critical illness of family/ fire/ theft/ flood</p> <p>This can also apply to supporting victims of Violence against women, domestic violence or sexual abuse where individuals may require urgent leave or for attending appointments which are safer to do during working time.</p>	<p>Depending on the circumstances of the case, up to a maximum of 2 days leave for each circumstances</p> <p>Where appropriate, for ongoing situations arising from Domestic/Personal Emergencies, on compassionate grounds the Headteacher may agree to flexible working/adjusted working hours, with pay, for an employee who has to support a dependant in circumstances that are not covered elsewhere in the special leave provisions. This may include</p> <ul style="list-style-type: none"> <li>shortened working days,</li> </ul>	Headteacher

	<ul style="list-style-type: none"> <li>• breaks during the day to attend home</li> <li>• working from home</li> </ul> <p>The maximum period for such arrangements is 4 weeks. If a longer period is required, the employee will need to use annual leave (in the form of hours) or, where appropriate, make up the time lost through a working pattern agreed with the Headteacher, or take a period of unpaid leave.</p>	
<b>b. Dependent Care Arrangements</b> To make arrangements for care (not actually caring for) of dependents	Up to 1 day paid per instance  This will be monitored and where instances are excessive, limits over a period of time will be set. Guidance on this is available in the Section 5.	Headteacher
<b>3. Personal Medical Appointments</b>		
<p>Authorised absence for medical reasons to attend e.g. GP, dentist, optician, etc.</p> <p>GP's, dentists and opticians often have extended hours and so employees should make every effort to make appointments outside of their normal working hours. Where this is not possible the appointment must be made for the start/ end of working hours</p> <p>Hospital appointments/ OH appointments/ Employee Counselling Service</p>	<p>Time allowed for appointment and reasonable travel time. This will usually be 2 hours, although there may be circumstances where it is necessary for this time to be extended beyond 2 hours.</p> <p>Factors that need to be taken into account include but not limited to:</p> <ul style="list-style-type: none"> <li>• the travel distance from the work base to the hospital;</li> <li>• whether the employee needs to go home to shower or change from work clothing;</li> <li>• the waiting time or length of appointment at the hospital; and/or,</li> <li>• the necessity to undertake some form of preparation in advance of the appointment time.</li> </ul> <p>Time allowed may be extended to a maximum of 1 day in exceptional circumstances e.g. IVF treatment/ day surgery/ medical procedure. This will be monitored and where instances are excessive, limits over a period of time will be set.</p>	<p>Headteacher</p> <p>Headteacher</p>

	Guidance on this is available in Section 5.	
<b>4. Dependent's Medical Appointments</b>		
<p>Accompanying dependents to attend a medical appointment at a hospital or GP which cannot be made outside normal working hours. (i.e. for circumstances where the relative cannot attend on their own).</p> <p>This provision also applies to employees who fulfil caring responsibilities, which they have discussed with their manager.</p>	<p>Time allowed for appointment and reasonable travel time, this would usually be up to 2 hours, although there may be extended circumstances where it is necessary for this time to be extended beyond 2 hours.</p> <p>Factors that need to be taken into account include but are not limited to:</p> <ul style="list-style-type: none"> <li>• whether the employee needs to collect their dependent from home/school before the appointment and return after the appointment;</li> <li>• the travel distance from the work base to the home/school and/or hospital; and/or,</li> <li>• the waiting time or length of appointment at the hospital.</li> </ul> <p>This will be monitored and instances are excessive, limits over a period of time will be set. Guidance on this is available in Section 5.</p>	Headteacher
<p>Accompanying dependents to non medical appointments e.g. social worker, care professionals which cannot be made outside normal working hours (i.e. for circumstances where the dependent cannot attend on their own). Where 2 employees working for the Council have the same dependent usually only 1 of them may claim this unless there are exceptional circumstances</p>	<p>Time allowed for appointment, this would usually be up to 2 hours, although may be extended reasonable time may be agreed where it is necessary.</p> <p>This will be monitored and where instances are excessive, limits over a period of time will be set.</p> <p>Guidance on this is in Section 5.</p>	Headteacher
<b>5. Fostering.</b>		
<p>An employee who is applying to become an approved foster carer as part of the preparation and assessment process to attend:</p> <ul style="list-style-type: none"> <li>• Pre-approval training</li> <li>• Home assessment visits</li> <li>• Foster panel</li> </ul>	<p>Up to 5 days leave per annum (pro rata for part time employees).</p>	Headteacher

Where a couple (including same sex) are applying to become foster carers, and both are employees of the Council, the leave entitlement will apply to each partner individually.	May be granted 3 days paid leave per annum (pro rata for part time employees)	Headteacher
<p>An employee who is already an approved foster carer leave to:</p> <ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Participate in training</li> <li>• Deal with an unexpected/emergency situation in respect of any child or young person in their care.</li> </ul> <p>An employee who is already an approved foster carer leave to:</p> <ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Participate in training</li> <li>• Deal with an unexpected/emergency situation in respect of any child or young person in their care.</li> </ul>	Up to 3 days paid leave per annum (pro rata for part time staff)	Headteacher

## 6. Sporting /Cultural Events.

Employees who are selected to participate in representative sporting or cultural events at National/ International levels.	<p>Participants in representative events to be allowed to stay for the duration that they are actively participating in the event, up to a maximum of 5 days. Annual Leave/Unpaid Leave will need to be taken.</p> <p>Requests in excess of above may be considered in exceptional circumstances.</p>	<p>Headteacher</p> <p>Headteacher in consultation with Chair of Governors</p>
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## 7. Training

Leave to sit approved examinations relevant to job plus examinations approved through post entry training scheme.	Time required to sit exam plus up to 3 days revision leave, maximum ½ day per examination.	Headteacher
Leave to attend personal graduation.	Up to ½ day.	Headteacher

## 8. Job Interviews

For jobs within Cardiff Council.	Time required to attend interview.	Headteacher
Any other job interview.	Annual leave / flexi leave.	Headteacher



	<p>For roles which do not have the ability to take ad hoc annual leave (e.g. term time working) nor have access to flexi time – special leave will be permitted as long as evidence of the interview is provided. This will be restricted to no more than 3 days per annum to attend interviews in other Local Authorities / public bodies.</p> <p>(Paid special leave will be given for the time required to attend any interviews for employees under notice of redeployment/ redundancy)</p>	
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## 9. Public Duties

<p>Leave to attend official meetings/ mandatory training during working hours for employees who are</p> <ul style="list-style-type: none"> <li>• members of Local Authorities;</li> <li>• appointed by a Govt. ministry, assoc. of local authorities or a local authority to serve on a Committee, Tribunal or panel;</li> <li>• Justices of the Peace;</li> <li>• School Governors;</li> <li>• Official Prison Visitors;</li> <li>• Any other body in accordance with Sect 50 of the Employment Rights Act 1996.</li> <li>• Special Constabulary</li> </ul>	<p>Up to a maximum of 18 days p.a. for all categories (up to a total of 18 days per year aggregated over all categories listed).</p> <p>This will be applied on a pro rata basis for part time employees.</p>	Headteacher
<p>Military Service (Non Regular Forces).</p>	<p>Up to a maximum of 2 weeks per annum for annual camp.</p>	Headteacher

## 10. Cardiff Council run Elections

<p>Candidate in Local Authority, Parliamentary, Welsh Assembly or European Election.</p>	<p>1 day 's leave on polling day</p>	Headteacher
<p>Employees involved with election duties i.e. Senior Election Staff, Presiding Officers, Poll Clerks, Count Assistants and Assistants for the issue and opening of postal ballot papers.</p>	<p>1 day off with pay per election, subject to business requirements and approval of manager</p> <p>Where the election runs over more than one day, i.e. polling on one day and count on the following day(s), paid leave will also apply.</p>	Headteacher

## 11. Volunteer Activities

Employees undertaking approved volunteering activities in accordance with Volunteer Cardiff <a href="http://www.volunteercardiff.co.uk">www.volunteercardiff.co.uk</a>	Up to a maximum of 5 days (pro rata) per year.	Headteacher
<b>12. Attendance at Court as a witness or a juror (not in connection with work)</b>		
Time required to attend court. (Employee must claim and pay to the Council any "loss of earnings" payable).	Time required attending court.	Headteacher
<b>13. Attendance at Court as a Defendant</b>		
Employees are required to attend court either by the Council or where this is a requirement of their job  If charged with an offence	This is considered as working time and there is no requirement to record as special leave.  Annual/Flexi/Unpaid leave	Headteacher
<b>14. Unpaid Leave</b>		
Requests to take unpaid leave will normally be considered after the employee's annual leave allowance has been exhausted, and in appropriate circumstances (Employees in the Pension scheme should seek advice from the Pensions section). Each case to be dealt with on its own merits, with requests to be managed by Service Areas and advice sought from HR People Services.	Unpaid leave (Requests beyond 5 days to be approved by Headteacher in consultation with the Chair of Governors)	Headteacher
<b>15. Severe Weather</b>		
Non attendance due to adverse weather e.g. snow (See Severe Weather Conditions Guidance)	Annual leave, flexi, unpaid leave or making up of hours, in accordance with the terms set out in the Severe Weather Guidance	Headteacher

**NOTE:**

- **Special leave provisions cannot cover all eventualities, and there will undoubtedly be exceptional circumstances where it would be appropriate to grant special leave. Where this is the case, Headteachers should consult HR People Services to ensure consistency.**
- **Where leave is to be unpaid this must be confirmed in writing to the employee before any deduction from their wages takes place.**
- **Where special leave refers to family members or dependents, it is recognised that an employee may be estranged from their family and may instead have a chosen family/loved ones or close support networks where there is no legal or biological connection. In such circumstances the provisions of this policy apply as appropriate.**
- **For the purposes of this policy 'Dependent' is defined as: a spouse/partner (regardless of gender), a child/step child of the employee, a parent/step parent of the employee, a person who lives in the same household as the employee (excluding tenants, lodgers, live in employees e.g. nanny) or a person that reasonably relies on the employee for assistance.**

**UNPAID PARENTAL LEAVE**

- 4.11 Under the Maternity and Parental Leave etc Regulations there is an individual right for a parent to take unpaid time off work to look after a child or make arrangements for a child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments.
- 4.12 For an employee to be eligible all of the following must apply:
- (a) they have one year's service with the Council
  - (b) they are named on the child's birth or adoption certificate
  - (c) they have or expect to have parental responsibility
  - (d) they are not be a foster parent to the child (unless they've secured parental responsibility through the courts
  - (e) the child is under 18
- 4.13 The entitlement is for each child and is for 18 weeks unpaid leave up to their 18<sup>th</sup> birthday.
- 4.14 There is a limit of 4 weeks per year that can be taken and the leave must be taken as full weeks rather than days. However, where a child qualifies for Personal Independence Payments it may be taken as days.
- 4.15 A 'week' is defined as the time worked over a 7 day period, e.g. and employee who works 2.5 days a week will have 2.5 days unpaid leave and a week will come off their entitlement.
- 4.16 Unpaid parental leave can carry over from previous employment. However, an employee needs to have one year's service to apply for the leave. Previous

employers should be asked for information about the amount of parental leave taken where a new employee requests unpaid parental leave.

- 4.17 Employees should provide 21 days notice of their request to take unpaid parental leave, where they or their partner are having a baby or adopting a child notice should be given 21 days before the week the baby or child is expected.
- 4.18 Leave can be postponed if the relevant notice is not given. It can also be postponed where there is a significant business reason to do so. Within 7 days of the request, if it is to be postponed, a written explanation for the postponement must be provided and a new date suggested. Leaves should not be postponed where it's being taken by the father or partner immediately after the birth or adoption of a child.
- 4.19 Unpaid parental leave is requested via DigiGov and it will ask managers to confirm they have seen relevant documents to confirm eligibility. For non pc users there is a form in the Attendance and Wellbeing Toolkit for employees to make requests and their managers should then enter it onto DigiGov.

## SECTION 5 – SPECIAL LEAVE FREQUENTLY ASKED QUESTIONS

Provisions within the Special Leave Scheme are not an automatic entitlement. All requests for time off under this Scheme require managerial approval and must be subject to the needs of the school. Each case should be dealt with on its own merits as circumstances can differ significantly between employees. These Frequently Asked Questions provide some examples as a guide only – they are neither exhaustive nor exclusive. Advice on these all matters to do with application of the Scheme is available from HR People Services.

### Bereavement

- Q1. Where a close relative who has raised an employee has died how much paid leave would they get?**

The Special leave scheme gives details of what time off is allowed in the case of bereavement and normally for relatives such as aunts and uncles only one day's paid leave for the day of the funeral is allowed.

**However, it is recognised that an employee may be estranged from their family and may instead have a chosen family/loved ones or close support networks where there is no legal or biological connection. In such circumstances the provisions of this policy apply as appropriate.**

- Q2. A team member has unfortunately passed away and the whole team wish to attend the funeral. Can they all attend?**

The Council would like a sympathetic approach to be taken to such requests and allow employees to attend. However before granting approval you should discuss this with the Headteacher and take steps to reduce any possible service disruption to a minimum. If it is not possible to ensure alternative service delivery cover it may be necessary to inform the Director, where necessary.

- Q3. An employee has had 15 working days special leave for the death of a partner but the funeral is not due to take place until after the 15 working day period, should they also get special leave for the day of the funeral?**

Yes, in situation where the funeral falls outside of the special leave period then the day of the funeral would also be classified as paid special leave.

#### **Domestic/Dependant Support/Compassionate Leave**

- Q4. My child is unwell and has to be picked up from school would I get special leave?**

Yes, to collect the child from school and to arrange care for the following day where necessary.

- Q5. Is there a limit to the number of times employees are allowed to take Special Leave to make child care arrangements?**

This will depend on the circumstances of each case and therefore it is not possible to put a limit on the number of occasions. However, managers should note that the time is allowed to make alternative child care arrangements, not to look after the child. If the employee cannot make alternative arrangements and has to look after the child, then annual/ unpaid leave should be requested.

- Q6. Is special leave allowed to look after children when schools are closed due to bad weather?**

No, there is no provision in the Special Leave Scheme for this. There is a Severe Weather Conditions – Guidance Note available on the HR A to Z

- Q7. With regard to Special Leave for domestic emergencies, is there an entitlement of 2 days for each occasion?**

There is no automatic entitlement to Special Leave, and 2 days is the maximum amount that Managers may allow for an emergency. Managers should obtain details of each request and only allow time off appropriate to the occasion, e.g. some incidents may only require an hour to deal with the problem. Where appropriate the manager may agree to flexible working arrangements to assist the employee in dealing with the issue.

- Q8. Some employees seem to be requesting excessive amounts of Special Leave. What can Managers do about this?**

Managers are responsible for communicating that special Leave is not an entitlement and will therefore not automatically be approved. Managers should review and monitor all requests they receive for Special Leave to ensure there is consistency of scheme application. Where employees are found to be abusing the scheme this may be dealt with under the Discipline Policy and Procedure.

- Q9. My partner has had surgery and is immobile and at home. Support from family is in place but there are occasions where the family members are unable to assist. Is there anything that can assist me manage my working time and this situation?**

Subject to operational needs it may be possible for your manager to agree for the employee to reduce their working day in order to be at home in the morning to assist with morning routine and breakfast, and to visit home during the day to provide lunch and attend to personal needs.

- Q10. One of my team is abroad on annual leave and their child has been taken ill whilst abroad and will remain in hospital after the duration of the holiday period. Is the employee able to have special leave?**

These circumstances are beyond the control of the employee so the manager is able to agree paid compassionate leave, up to the maximum period of 4 weeks if required. Anything beyond this would be subject to annual/flexi/unpaid leave.

**Q11. One of my team has to undertake a share of caring for an elderly relative who has increased care needs and they are awaiting the commencement of a care package. Can I agree some flexibility around their work?**

The manager is able to agree flexibility such as working from the home of the relative, or changing shifts to accommodate timings, or allow for a reduction in working hours, with pay, for a limited period, of up to 4 weeks. The arrangements would need to be kept under review and it is important that the likely timescale for the care plan to be in place is known by the manager.

**Q12. I have an elderly parent who has reached the end of life phase of their illness and is requiring enhanced support which we are sharing as siblings. Can I discuss this with my manager to see if I can have some flexibility around my work.**

Your manager is able to agree working/adjusted working hours, with pay, so that you could perhaps work shortened working days. The maximum period for such arrangements is 4 weeks.

## **Medical appointments**

**Q13. In the case of a close relative requiring serious emergency medical attention would I get special leave?**

Yes, this would be considered under domestic/personal emergency and in line with the policy, depending on the circumstances.

**Q14. Is special leave allowed for hospital appointments on a rota'd day to work?**

Hospital appointments should be booked wherever possible outside normal working hours, but where this is not possible you may apply for special leave.

**Q15. In what circumstances should Special Leave be granted to allow staff to accompany immediate relatives to medical appointments?**

Special Leave is available for dependents rather than immediate relatives. It should only be approved where the dependent needs the support of the person accompanying them. For example, in the case of young children, seriously ill adults, or where the appointment is likely to result in high anxiety. Routine medical appointments where support is not necessary should not attract special leave. In addition, wherever possible appointments should be made outside working hours. The usual time that is allowed for this purpose ranges between 2-4 hours, although extended reasonable time may be agreed to take account of travel time if you have to collect your dependent from their home and return them after the appointment. In addition only one employee of the Council should be granted special leave for a particular appointment.

**Q16. What special leave is allowed for IVF/ fertility treatment?**

Special leave may be approved for the day of treatment. Time off for recovery from the treatment would be regarded as sick leave.

**Q17. What special leave is allowed for medical treatment at a day centre of the hospital?**

The first day may be approved as special leave. Subsequent days required for recovery from the treatment would be treated as sickness absence.

**Q18. Do the special leave arrangements for medical appointments apply to an employee who is transitioning?**

Yes, the special leave provisions set out in the scheme apply to an employee who is transitioning. Equally, employees who are providing support to someone who is transitioning.

**Other**

**Q19. Do I get special leave when I get married?**

No, time off for weddings is not included in the Special Leave Scheme.

**Q20. Do I get special leave when I move house?**

No, there is no provision for this in the Special Leave Scheme

**Q21. When a pet requires emergency treatment would I get special leave?**

No, this is not covered by the Scheme.

**Q22. Is special leave allowed for occasions where employees have to take time off to sort out repairs to cars or domestic problems, such as plumbing, electrical, washing machines etc.?**

No there is no provision in the Special Leave Scheme for these types of situations.

**Q23. Is special leave allowed for attending the graduation ceremonies of children or relatives?**

No, there is no provision in the special leave scheme for this.

**Q24. Is special leave allowed for attending personal graduation ceremonies?**

Yes, a half a day may be approved for this purpose.

**Q25. Is special leave allowed for working on elections run by other Local Authorities?**

No, Special Leave only applies to Cardiff Council run elections.

**Q26. Where count assistants for elections have to work from 10pm on Election Day until the early hours of the following morning – are they eligible for Special Leave the following day?**

No, not normally - if employees apply to work on the count they are aware that they will be required to work late at night and often into the early hours of the morning .If, however, the count is not conclusive and they are required to attend a re-count during the next working day, Special Leave would be granted. With regard to shift workers who would normally be working on the evening the count takes place, Managers may approve Special Leave for the time they are away during their normal working hours.

**Q27. Is special leave allowed for employees to attend court, for example in a custody hearing, or to support a relative?**

No, with regard to attendance at court Special leave may only be granted for staff attending as jurors, and depending on the circumstances as witnesses.

**Q28. What arrangements should be made when employees are called for Jury Service?**

There is a guidance note on HR A-Z which provides information on Jury Service

**Q30. I will be appearing on a reality TV show and would like to know if I could take the time off as unpaid leave.**

It is possible to apply for unpaid leave for a variety of reasons, but it is normally approved only in exceptional circumstances.

**Q31. An employee has an interview with another authority, are they entitled to paid special leave?**

No this should be covered by annual or unpaid leave. The **exception** to this would be employees on the redeployment register who would be granted paid leave to attend any interview upon providing documentation to confirm the interview.

**Q.32 I am a military cadet – does the provision for summer camp apply to me?**

Yes, you can access have paid leave for the summer camp if you are attending as a cadet.

**Q.33 The special leave scheme states that certain types of special leave will be monitored and limits may be set. What are these limits?**

It is not possible to be prescriptive as individual circumstances will vary and change over time. Managers with concerns about the level of special leave requests from an employee should discuss this with the employee after seeking advice from HR People Services.

The Special Leave Scheme cannot cover all eventualities and there will undoubtedly be exceptional circumstances where it would be appropriate to grant special leave Where this is the case, Managers (or their nominated representatives) should consult with HR People Services to ensure consistency.

## **SECTION 6 – SABBATICAL LEAVE**

### **PURPOSE**

- 6.1 This section outlines the option and process for requesting sabbatical leave and details the terms of subsequent sabbatical leave agreements/ variation of contracts. It has been developed with the dual purpose of assisting the School in achieving cost savings and further assisting employees achieve a Work Life Balance.
- 6.2 The purpose of the scheme is to enable the school to retain an employee who requires an extended period of leave from the school and who might otherwise need to terminate their employment. It also benefits the employee in allowing them to preserve their current employment status at the time of taking the break and return on the same terms and conditions.
- 6.3 Sabbatical leave may be taken for care of dependants or other domestic circumstances, or to undertake education or study. However, eligibility will not be confined to such criteria. Each request will be assessed by the head teacher on a business case basis taking into account the needs of the pupils/children.

### **WHO IS COVERED?**

- 6.4 This policy applies to all employees of the school (except centrally based employees who will be subject to the Corporate policy) regardless of age, ability or, disability, gender identity/reassignment, marriage and civil partnership, pregnancy and maternity (including same sex couples), race religion or belief, sex, sexual orientation and the Welsh Language. It includes those in permanent or temporary positions whether in full time, part time or job share positions irrespective of status and/ or grade.



- 6.5 Requests for sabbatical leave must be in writing and will be accepted from any employee with at least 26 weeks continuous service with the school.

## KEY PRINCIPLES

- 6.6 As with all flexible working arrangements there is no automatic entitlement for employees to be granted sabbatical leave. All requests will be considered by head teachers on a business case basis and whilst the presumption is to allow employees as much flexibility as possible the need to maintain a quality education to pupils is paramount. Where requests cannot be supported, the head teacher will provide business case reasons to explain why that is the case and explore other options with the employee.
- 6.7 Sabbaticals will be approved on the basis that the employee will return to the same post or a similar post in the school, with no detriment in terms of grade, pay, benefits or conditions of service. The employee will retain continuity of service. However, the length of service will be paused.
- 6.8 The key elements of Sabbatical agreements include the following:
- The School must not incur additional costs and still be able to deliver an effective education to its pupils.
  - The employee's continuity of service and employment rights will pause whilst off.
  - The employee and head teacher sign up to a written agreement.
- 6.9 Employees who wish to undertake paid work whilst on sabbatical leave must consult their head teacher to ensure no conflict of interest exists. Employees who wish to take up posts within the Council should refer to the Secondment Policy and Procedure.
- 6.10 Employees on sickness leave will not normally be eligible for sabbatical leave. In general, an employee should have satisfactory health, (which also takes into consideration the Equality Act 2010), attendance and conduct records.
- 6.11 The decision to approve or not approve an employee's application for sabbatical leave rests with the employee's Headteacher in consultation with the Chair of Governors. Advice should be sought from HR People Services.

## MONITORING AND REVIEW

- 6.12 The scheme will be monitored to provide the following information:
- the numbers of those applying for sabbatical leave
  - the reasons for wishing to take sabbatical leave
  - the number of applications accepted/ rejected

## DEFINITIONS

- 6.13 Sabbatical Leave: A period of unpaid leave for absences of a minimum of 3 months to a maximum of 2 years. However, requests in excess of 2 years may be considered in exceptional circumstances. In such cases headteachers should consult HR People

Services. It is 'reason neutral' in that employees are not limited to applying for reasons associated with childcare/ caring responsibilities or time off for travel or training etc.

- 6.14 The employee's contract of employment is maintained throughout the period of leave. Employees should however be aware that due to the pace of change and the current economic challenges faced by schools and the Council, a return to the same post may not always be feasible. Employees must provide contact details during their period of leave in order that they may receive any consultation details regarding departmental reorganisations. It will be the employee's responsibility to respond to any correspondence. If it is not possible for the school to return the employee to the same post at the end of the sabbatical leave period the school will use its best endeavours to redeploy the employee to a similar post in the school in line with the redeployment policy.

## **ANNUAL LEAVE**

- 6.15 There will be no entitlement to Annual Leave during the Sabbatical Leave period. Employees must ensure all accrued annual leave entitlement is taken before commencing Sabbatical Leave.

## **SICK PAY**

- 6.16 There will be no entitlement to Occupational sick pay during the Sabbatical leave period.

## **MATERNITY, ADOPTION, AND MATERNITY & ADOPTION SUPPORT LEAVE**

- 6.17 There will be no entitlement to occupational maternity / adoption pay or support pay or during the Sabbatical leave period.

## **STATUTORY MATERNITY / ADOPTION / SICK PAY:**

- 6.18 Whilst eligibility for statutory pay remains, the above earnings are based on pay received over specified periods. In the majority of occasions, the Council will not be required to pay the statutory element as the employee will not have been earning in the weeks prior. Employees are however advised to contact payroll for advice if necessary.

## **SPECIAL LEAVE**

- 6.19 There will be no entitlement to Special Leave during the period of Sabbatical Leave.

## **ENDING THE SABBATICAL LEAVE AGREEMENT**

- 6.20 The Council may terminate the agreement if any of the obligations of the employee under the terms and conditions of the scheme are breached. This includes instances where the employees conduct or activity brings the Council into disrepute; or failure or inability of the employee to return to the Council on the agreed date. Where such instances occur the matter will be considered under the Councils [Disciplinary Policy and Procedure](#).

6.21 The employee may terminate their contract of employment with the Council at any time by notifying the manager in writing and giving appropriate notice.

## PENSIONS CONTRIBUTIONS

6.22 Pension contributions will cease whilst on Sabbatical leave. If the employee is a member of the Local Government Pension Scheme, within 30 days of returning to work the employee has the option to buy back lost pension. Further information can be obtained from [www.lgpsmember.org](http://www.lgpsmember.org). If the employee pays into the Teachers' Pensions Scheme they should seek further information from [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

## DISCIPLINARY WARNINGS

6.23 Any period of a disciplinary warning which is unspent at the time of the Sabbatical Leave will restart on the employees return to work.

## PROFESSIONAL FEES

6.24 Where membership of a professional body is a mandatory requirement of the employee's profession; reimbursement of fees will be made in line with the [Procedure for Reimbursement of Professional Fees](#).

## SECTION 7 – PROCEDURE FOR SABBATICAL LEAVE

7.1 Employees can apply on [DigiGOV](#) (for those with no access they must apply in writing to their Headteacher on the [Sabbatical Leave Request Form](#)). Applications should be made at least three months in advance of their proposed start, however, where the post is not backfilled a date can be mutually agreed, and (except in exceptional circumstances) the request will:

- Confirm the employee meets the criteria.
- Specify the reason for the sabbatical, the proposed commencement date and duration.
- State the reason for requesting Sabbatical leave , explain how the employee thinks the request could be accommodated by the school, include any potential benefits for the employee and/ or the school.

7.2 Requests for sabbatical leave will be considered on a business case basis. Reasons for requesting sabbatical leave may include but are not limited to the following:

- Personal and/ or professional development.
- Domestic reasons; e.g. childcare or caring responsibilities.
- Travel.
- Training/ Development.
- To follow a full time course of education.
- To take up public or voluntary services.
- Following the birth or adoption of a child.

- Other purposes providing they will comply with the terms and conditions of the scheme.

- 7.3 The Headteacher will arrange a meeting within the employee to discuss the request and ensure the employee is fully aware of the conditions of the scheme.
- 7.4 The Headteacher, in consultation with the Chair of Governors and taking advice where appropriate from HR People Services will consider the request.
- 7.5 The Headteacher will respond on DigiGOV (or write to the employee if they are a non PC user) within 14 calendar days of the meeting giving a decision on whether the request can be accommodated. In providing the decision made with regard to the
- a) Accept the request in full and detail in the letter the arrangements that will be made, including the start date, duration and return date, **or**
  - b) Reject the request as it was made but confirm a mutually agreed alternative, which will be detailed, including start date, duration and return date. The Headteacher will outline the reasons why the original request could not be accommodated and will also outline the appeals procedure in this letter, **or**
  - c) Reject the request in full. The head teacher will detail for the employee the business reasons why the request could not be accommodated. The Head teacher will also outline the appeals procedure in this letter.
- 7.6 Where the application is approved the employee will be required to sign a Sabbatical Leave Agreement.

## **APPEALS**

- 7.7 The employee can appeal against the decision made by writing to the Chair of Governor's, outlining the reason for the appeal. The appeal must be made within 14 calendar days of the date of the letter giving the decision.
- 7.8 The Personnel/ Staffing Committee of the Governing Body will meet with the employee and their representative within 14 calendar days of receipt of the appeal.
- 7.9 A decision regarding the appeal will then be given to the employee, in writing, within 14 calendar days of the appeal meeting. The decision shall be deemed be final. If the appeal is unsuccessful the reasons for that decision will be given.

## **CONTACT WITH THE SCHOOL**

- 7.10 Both the head teacher and the employee are obliged to maintain links during the period of sabbatical leave.
- 7.11 Both parties are entitled to make 'reasonable contact' with each other during the leave period. For example, the head teacher may contact the employee to discuss whether or not the planned date of return to work has changed or is likely to do so or to keep the employee up to date with work place developments. Equally the employee may request to maintain contact for similar purposes. The means for 'Reasonable Contact' will be discussed and agreed before leave commences.

- 7.12 In line with the principles of Keeping in Touch Days the Headteacher and employee can agree for the individual to undertake work activities up to 10 days per year. This may include attendance on training courses, meetings etc. This will be arranged by mutual agreement and where practicable. Whether the employee works for one hour or a whole day this will be counted as one Keeping in Touch day. The employee will receive pro rata remuneration for hours worked.
- 7.13 Employees on Sabbatical Leave will be eligible to apply for posts advertised during their period of leave. It is the responsibility of the employee to undertake to find out about suitable vacancies.

## **RETURNING TO WORK**

### **Post**

- 7.14 Employees will be entitled to return to work in the same or similar post within the School, with the same conditions and benefits, (taking into account any relevant pay rises or agreed changes). However, where a the Headteacher proposes to make changes to the role or restructure the team, the employee must be fully consulted.

### **Pay**

- 7.15 Salaries of employees returning on sabbatical leave will be paused.

### **Continuity of Service**

- 7.16 The employee's length of service will be paused. Service related terms of employment including annual leave entitlement and sickness benefits will not accrue throughout the leave period. However, due to the national terms and conditions of teachers where they return in September they may receive one increment if they had enough service in the last academic year that they worked.

## **REQUESTING TO CHANGE RETURN DATE**

- 7.17 Employees who wish to request to return early must put their request in writing to their designated manager at the earliest opportunity. Whilst there can be no guarantee of an early return requests will be given sympathetic consideration, taking into account operational needs and reasons for the request.
- 7.18 Employees who wish to seek to extend their leave period should apply in writing to their Headteacher at the earliest opportunity and no later than 3 months before the agreed return date. The extension will be subject to the approval of the Governing Body. The maximum period of the sabbatical leave period must not exceed 2 years.

## **APPROPRIATE CHECKS**

- 7.19 If necessary the school may need to renew the employee's Disclosure and Barring Service (DBS) clearance and / or attain a satisfactory medical assessment. Therefore the school reserves the right to obtain such clearances before the employee returns to work.

## **TRAINING AND/OR INDUCTION**

- 7.20 Where appropriate, the Headteacher will determine the training and / or induction the employee is required to undertake to ensure an efficient smooth return to work. This

will reflect the duration of the break and the extent of any changes to the employee’s role and / or work environment.

**SECTION 8 – RELEVANT DOCUMENTS**

Leave Application Form (Sch) – this form is to be given to each employee with a leave entitlement at the beginning of the leave year.

Sabbatical Leave Application Form

Sabbatical Leave Agreement