

# Emergency & Special Leave Policy

Policy/Procedure Title	Emergency & Special Leave Policy
Author	OCC model
Approved	Model adopted annually and updated in line with OCC updates, EFA guidance and PAT requirements.
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The employer referred to in this document is the Propeller Academy Trust (PAT) which incorporates both Kingfisher School and Fitzwaryn School referred to in the document as “School”.

## 1. Introduction

- 1.1 The PAT has adopted this Oxfordshire model policy which has been drawn up following consultation with all the recognised Trade Unions and Associations: ASCL, ATL, NAHT, NASUWT, NUT and Unison.
- 1.2 Further advice and support on the application of the policy is available from [the](#) Chief Operations Officer (COO).

## 2. Scope

- 2.1 This policy applies to all employees working in the PAT. It should be read in conjunction with other relevant documents, e.g. “Conditions of Service for School Teachers” (Burgundy Book), the “National Agreement on Pay and Conditions of Service” for support employees (Green Book) and the school’s procedure for requesting time off.
- 2.2 This policy covers:
  - **Emergency Leave** – taking time off to deal with unforeseen emergency events involving a dependant
  - **Other Discretionary Leave** – time off for other urgent or personal events
  - **Special Leave** – Public Duties, Jury Service, Volunteer Reservists, Election Duties
- 2.3 Separate policies cover: [Paternity Leave; Maternity Scheme for Teachers; Maternity Scheme for Support Staff; Parental Leave Scheme; Sick Leave; Union Representatives](#)

## 3. Emergency Leave

- 3.1 There are times when employees have unforeseen emergency situations, outside of work, that need their urgent personal attention. On these occasions employees may need time off to deal with the immediate crisis.
- 3.2 All employees are entitled in law (Employment Relations Act 1999) to unpaid time off work to deal with an emergency involving a dependant. The amount of time an employee is entitled to take is whatever is sufficient to make alternative arrangements. One or two days will usually be sufficient. A dependant is defined as:
  - your spouse, partner, child or parent;
  - anyone living in your household as a member of the family (other than a tenant or lodger);
  - anyone who reasonably relies on you for help in an emergency

- 3.3 It is recognised that the majority of those working in schools are employed to work during term time and do not have the flexibility to use annual leave. Therefore, in addition to the legal entitlement to unpaid leave, employees working in schools may be paid for time off in certain emergency situations.
- 3.4 The Headteacher, (or the Chair of Governors if it is the Headteacher requesting time off), has the discretion to decide whether or not to grant paid time off.
- 3.5 A full list of emergency events and the recommended amount of time off that is reasonable for Headteachers and/or Governing Bodies to approve is set out on page 6.

#### **4. Discretionary Time Off**

- 4.1 Employees are expected to take all reasonable steps to avoid having to take time off during the school day. However, from time to time, employees may request time off where it has not been possible to arrange events outside the normal working day. Requests for leave of absence for certain urgent or personal reasons may be considered, for example:
- Moving house
  - Attending the wedding of relatives or friends
  - Attending funerals not covered by emergency leave
  - Religious festivals
  - Playing representative games e.g. for the County
  - Graduation ceremony
  - Attending the graduation ceremony of a dependant
- 4.2 In these cases, it is recommended that one day can be granted for each event, up to a total of 3 days in an academic year. See table on page 6.
- 4.3 **Study Leave:** Requests for study and examination leave may also be considered where the studies are relevant to the employee's work e.g. study for a degree or similar qualification. Payment of salary may be agreed for up to three days during an academic year, including days for examinations.

#### **5. Special Leave - Time off for Public Duties**

- 5.1 The Employment Rights Act 1996, gives employees the right to reasonable unpaid time off during working hours to carry out public duties. Public duties include being a Justice of the Peace (Magistrate), a school governor or a member of a local council. A full list of public duties covered by the Act can be found on [Time off for public duties: Directgov - Employment](#)
- 5.2 In accordance with the national terms and conditions for teachers and support staff, employees working in schools can be granted a reasonable amount of paid time off for carrying out these public duties.

5.3 The time off must be agreed by the Headteacher (or the Chair of Governors if it is the Headteacher requesting time off) in advance. A request can be refused if it is unreasonable.

5.4 Whether time off is classed as 'reasonable' will depend on:

- what the employee's duties are
- the time needed to carry them out
- the impact on the school
- the amount of time off already taken for public or trade union duties

5.5 **Jury Service:** An employee receiving a summons to serve on a jury must inform the Headteacher who will grant the leave of absence unless an exemption is secured. All employees should claim the financial loss allowance from the court. An equivalent amount will subsequently be deducted from their pay. Employees will be issued with a claim form by the court.

## **6. Dental or Medical appointments**

6.1 Appointments for routine medical or dental checks or treatment must be made outside of working hours.

6.2 Agreement may be given for employees to take paid time off during the school day for emergency medical treatment or hospital appointments but each case will be judged according to its circumstances and urgency. Permission must be agreed in advance with the Headteacher. The Headteacher may ask to see the medical appointment card where this is felt to be appropriate.

6.3 Particular consideration will be given to those employees with disabilities who need to attend medical appointments that fall within the school day.

## **7. Adverse Weather and/or Disruption to Travel**

7.1 Individual employees have a responsibility to attend work. If an employee fails to attend work due to adverse weather or lack of transport he/she is not entitled to receive pay. However, this does not mean that pay should automatically be deducted.

7.2 In practice, if weather conditions are very poor or there is significant disruption to travel and the school is open each employee will need to consider travelling conditions for his/her journey to work. If some employees do not attend work the Headteacher will wish to satisfy him/herself that the employee had a good reason and could not reasonably have been expected to get to work. In these circumstances it is reasonable to expect that members of staff will work at home and to pay them as normal.

7.3 If a decision is made to close the school, staff should be paid as normal.

## **8. Employees' Responsibilities**

- 8.1 All employees should be aware of the provisions of this policy.
- 8.2 Employees will be expected to take steps to avoid requesting time off wherever practicable. This is particularly relevant where there is a possibility of the need for time off to re-occur. Examples of this would include:
- Medical appointments
  - Care of a dependant

The number of days taken as emergency leave will be monitored.

### **8.3 Requesting Emergency Leave**

Unless there are exceptional circumstances preventing the employee from doing so, all requests for time off must be made in advance to give the Headteacher time to consider the request before the intended absence. As much detail as is reasonable should be provided to assist the Headteacher in considering the circumstances of the request.

- 8.4 If an emergency does arise and the employee is unable to let the Headteacher know before taking the leave, they must let them know as soon as practicable, by telephone and in accordance with the school's procedure. Full details of the circumstances must be provided along with the amount of time the employee expects to be absent. The Headteacher will confirm whether Emergency Leave applies and make an initial assessment of the appropriate amount of time off and whether it is paid or unpaid.

### **8.5 Requesting Special or Discretionary Leave**

An employee must make a request for Special or Discretionary Leave at the earliest opportunity in accordance with the school's procedure, giving full details of the circumstances and the number of days required.

- 8.6 The Headteacher will confirm whether Special or Discretionary Leave is granted and whether it is paid or unpaid.

### **8.7 Keeping in Touch**

Employees and their manager should keep in touch during the absence. In particular employees taking emergency leave should keep managers informed of any changes to their situation on a regular basis.

## **9. Headteacher/Governing Body Responsibilities**

- 9.1 Ensure all employees are aware of this policy and know who they should contact when emergencies arise and how to apply for emergency, discretionary and special leave. Forms for requesting leave are included on pages 7 and 8.
- 9.2 Gather the necessary information needed from employees to consider applications for leave and communicate decisions, usually in writing within five working days of receiving applications for time off.

9.3 Ensure there are proper records of the consideration of all requests for time off and that a copy is placed on the individual's personal file on each occasion. This will include retrospective consideration in cases of emergency.

#### **10. Longer Periods of Leave**

. Governing bodies may approve additional unpaid leave up to a maximum of 12 months.

**Other Relevant Policies** [Paternity Leave](#); [Maternity Scheme for Teachers](#); [Maternity Scheme for Support Staff](#); [Parental Leave Scheme](#); [Sick Leave](#); Facilities Agreement for [Union Representatives](#)

<b>Reason for Emergency Leave</b>	<b>Legal Entitlement to unpaid leave</b>	<b>Headteacher/Governing Body Discretion for Paid Leave (recommended)</b>
Illness of a dependant  - if your child falls ill you can take enough time off to deal with their initial needs, such as taking them to the doctor and arranging for their care.	Yes	Up to 5 paid days in any one rolling year.  Up to 5 days at any one time (pro rata for part time staff) depending on circumstances
Unexpected breakdown of care arrangements for a dependant - e.g if a childminder or nurse fails to turn up as arranged, or the nursery or nursing home has to close unexpectedly.	Yes	In exceptional circumstances this may be extended by a further 5 days paid or unpaid (pro rata for part time staff) at the discretion of the Headteacher or Governing Body.
Death of a dependant - when a dependant dies, you can take time off if you need to make funeral arrangements, to attend the funeral and to finalise their affairs	Yes	
Dealing with a burglary, flood or fire at your home	No	1 or 2 days paid or unpaid
To deal with an emergency incident involving your child during school hours	Yes	1 or 2 days paid or unpaid
Attending the funeral of other relative or friend	No	1 day paid or unpaid
<b>Discretionary Paid or Unpaid Time Off - may be agreed for the events below (this list is not exhaustive)</b>		
Moving house	No	Up to 3 days in total during a rolling year – usually 1 day at a time for any single event
Wedding of relative/friend	No	
Religious festivals	No	
Playing representative sport	No	
Study and exams for qualification – where agreed and relevant to work	No	
Graduation ceremony – dependant or own	No	

### Request for Leave

You have been given this form because you have **requested** to be absent from work or you have, in an emergency, been absent from work. All time off from work is covered by either the Propeller Academy Trust Sickness Absence Policy or the Propeller Academy Trust Emergency and Special Leave Scheme; both policies can be found at [www.thepropelleracademytrust.org.uk](http://www.thepropelleracademytrust.org.uk).

Please complete this form and hand it to the TA Manager/Staff Absence Co-ordinator.

<b>Request for</b> Work related business/Emergency/Special/Discretionary/Dental/Medical (please circle)	
<b>Name:</b>	<b>I usually work</b> Part Time/Full Time (please circle)
<b>Date(s)</b> First day of absence _____ Number working days absent _____ Date you plan to return to work _____	<b>Full Day or Part Day</b> (please circle) <b>(in the case of part day)</b>  Time from _____ to _____
The <b>reason</b> for this request:	
Employee's signature: _____ Date _____	

*To be completed by admin/member of SLT:*

<b>Cover implications: *</b>		
In the case of a planned hospital (health related request) the appointment card has been seen? <b>YES/NO</b>		
<b>REQUEST APPROVED: YES / NO</b>	<b>PAID</b>	<b>UNPAID</b>
Headteacher's Signature: _____ Date _____		
<b>Notes:</b>		

**\*Does this leave require buying in supply staff or will this absence mean that cover will need to be sought from another class?**

**Input on Payroll** Yes/No  
Yes/No

**Cover Arranged** Yes/No/ NA

**Slip returned to staff member**

**Member of staff please complete**  
Name \_\_\_\_\_  
Date of Absence Requested \_\_\_\_\_

**Headteacher to complete**  
Request Approved Yes/No  
Paid/Unpaid





## Request for Leave/Emergency Leave

You have been given this form because you have **requested** to be absent from work or you have, in an emergency, been absent from work. All time off from work is covered by either the Propeller Academy Trust Sickness Absence Policy or the Propeller Academy Trust Emergency and Special Leave Scheme; both policies can be found at [www.thepropelleracademytrust.org.uk](http://www.thepropelleracademytrust.org.uk).

Please complete this form and hand it to the Deputy Head

<b>Request for</b> Work related business/Emergency/Special/Discretionary/Dental/Medical (please circle)	
<b>Name:</b>	<b>I usually work</b> Part Time/Full Time (please circle)
<b>Date(s)</b> First day of absence _____ Number working days absent _____ Date you plan to return to work _____	<b>Full Day or Part Day</b> (please circle) <b>(in the case of part day)</b>  Time from _____ to _____
The <b>reason</b> for this request:	
Employee's signature: _____ Date _____	

*To be completed by admin/member of SLT:*

<b>Cover implications: *</b>	<b>No of Days Absent in Rolling Year:</b>	
In the case of a planned hospital (health related request) the appointment card has been seen? <b>YES/NO</b>		
<b>REQUEST APPROVED: YES / NO</b>	<b>PAID</b>	<b>UNPAID</b>
Headteacher's Signature: _____ Date _____		
Notes:		

**\*Does this leave require buying in supply staff or will this absence mean that cover will need to be sought from another class?**

Input on Payroll Yes/No      Cover Arranged Yes/No/ NA      Slip returned to staff member Yes/No

**Member of staff please complete**

Name \_\_\_\_\_  
Date of Absence Requested \_\_\_\_\_

**Headteacher to complete**

Request Approved Yes/No  
Paid/Unpaid



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## Return to Work Form/Unplanned Absence

### Part1: Self-Certification (to be completed by employee)

<b>Name:</b>		<b>Job Title</b>
<b>1<sup>st</sup> Day of Absence:</b>	<b>Date Returned to Work:</b>	<b>No of Days Absent in Rolling Year:</b>
<b>No of Working Days Absent:</b>		<b>Are you: Full time/Part time*</b> <b>*Delete as appropriate</b>
<b>State briefly why you were unable to work</b> (specify nature of illness/injury/Unplanned absence. Words like 'illness' or 'unwell' are not enough)		
<b>I reported my absence to:</b>		<b>On(date):</b>

### Part 2: Return To Work Discussion (to be completed by manager)

<b>Manager's Name:</b>	<b>Date of Return to Work Discussion:</b>
<b>Has the necessary medical certification been presented?</b> eg., where required a fit note/s Yes/No	
<b>Summary of discussion:</b>	
<b>Any other comments or issues raised, and any further action agreed:</b>	

**Signed** (employee) ..... **Date** .....

**Signed** (manager) ..... **Date** .....

#### **To be completed by admin/member of SLT:**

Number of days absent in the previous 12 months	
Have there been 9 days or more of absence in the previous 12 months	YES / NO
Have there been 4 occurrences of sickness absence totalling 6 days or more	YES / NO
Has there been 4 weeks continuous absence (deemed long-term absence)	YES / NO
Is a pattern or high level of absence emerging?	YES / NO

Has a referral trigger point been reached?	YES / NO
Are adjustments to hours required?	YES / NO
Is there an underlying medical condition that it likely to recur?	YES / NO
Has an HSE approved 'Accident at Work' form been completed (if appropriate)?	YES / NO
Is a referral to Occupational Health required?	YES / NO



### Sickness Absence/Return to Work

You have been given this form because you have been absent from work due to sickness. All time off from work is covered by either the Propeller Academy Trust Sickness Absence Policy or the Propeller Academy Trust Emergency and Special Leave Scheme; both policies can be found at [www.thepropelleracademytrust.org.uk](http://www.thepropelleracademytrust.org.uk).

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#### Part1: Self-Certification (to be completed by employee)

<b>Name:</b>		<b>Job Title</b>
<b>1<sup>st</sup> Day of Absence:</b>	<b>Date Returned to Work:</b>	<b>No of Days Absent in Rolling Year:</b>
<b>No of Working Days Absent:</b>		<b>Are you: Full time/Part time*</b> <b>*Delete as appropriate</b>
<b>State briefly why you were unable to work</b> (specify nature of illness/injury/Unplanned absence. Words like 'illness' or 'unwell' are not enough)		
<b>I reported my absence to:</b>		<b>On(date):</b>

#### Part 2: Return To Work Discussion (to be completed by manager)

<b>Manager's Name:</b>	<b>Date of Return to Work Discussion:</b>
<b>Has the necessary medical certification been presented?</b> eg., where required a fit note/s Yes/No	
<b>Summary of discussion:</b>	
<b>Any other comments or issues raised, and any further action agreed:</b>	

**Signed** (employee) ..... **Date** .....

**Signed** (manager) ..... **Date** .....

#### To be completed by admin/member of SLT:

Number of days absent in the previous 12 months	
Have there been 9 days or more of absence in the previous 12 months	YES / NO
Have there been 4 occurrences of sickness absence totalling 6 days or more	YES / NO
Has there been 4 weeks continuous absence (deemed long-term absence)	YES / NO
Is a pattern or high level of absence emerging?	YES / NO

Has a referral trigger point been reached?	YES / NO
Are adjustments to hours required?	YES / NO
Is there an underlying medical condition that it likely to recur?	YES / NO
Has an HSE approved 'Accident at Work' form been completed (if appropriate)?	YES / NO
Is a referral to Occupational Health required?	YES / NO