

# Staff Wellbeing Day Policy

Frequency of Review	Every 3 years
Author	COO
Approved by	Board of Trustees
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### **1. STATEMENT OF INTENT**

- 1.1 The Propeller Academy Trust (PAT) is a Multi Academy Trust specialising in the education of young people with Special Educational Needs and Disabilities. This guidance should be considered in the light of this context and the complexity of need that is accommodated within the Trust and its constituent Schools.
- 1.2 The Board of Trustees recognises the entitlement of a work/life balance for all staff colleagues as established in their terms and conditions of working. Consequently, this guidance has been workload impact assessed and the Trust Central Team/Schools will organise all activities relating to this guidance within normal working hours.
- 1.3 The Board of Trustees is committed to ensuring that this guidance is applied in a way that is fair and non-discriminatory.

### **2. PURPOSE AND PRINCIPLES**

- 2.1 The Board of Trustees is committed to promoting positive mental, physical, and emotional wellbeing and will provide suitable support for all Trust employees. It is recognised that taking action to prevent ill health and promote good health is part of the employer's duty of care. It also makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale, and productivity, which may disrupt or compromise student progress.
- 2.2 As part of its commitment to promoting positive mental, physical and emotional wellbeing, the Trust will offer every permanent employee the opportunity to request paid leave of absence of up to three 'wellbeing days' per academic year dependant on contracted hours;
- All staff working at least 30 hours per week will receive one days paid leave per full term (maximum of 3 days per academic year)
  - All staff working at least 20 hours, but less than 30 per week, will receive 2 full days over the course of the academic year.
  - All part-time staff working at least 10 hours, but less than 20 per week, will receive one wellbeing day across the academic year.

### **3. SCOPE**

- 3.1 This procedure applies to all employees who have a permanent contract of employment with the Trust.
- 3.2 The opportunity to take a 'wellbeing day' as paid leave of absence is not a contractual entitlement, and it will not become incorporated into contracts of employment as either an express or implied term.
- 3.3 The opportunity for permanent members of staff to take up to three day's leave of absence as a 'wellbeing day' is a discretionary benefit which will be reviewed annually by the Board of Trustees.
- 3.4 New staff will be eligible to join the scheme in the term following successful passing of their probation period, or after joining the Trust on a TUPE transfer.
- 3.5 Fixed term (less than a year), casual or temporary staff are not eligible for this scheme.

#### **4. PROCEDURE**

- 4.1 Each employee team (i.e., class/ admin/ SLT) should request paid leave of absence for a 'wellbeing day' by completing a Wellbeing Absence Request form. Forms can be requested from [hr@propellertrust.org](mailto:hr@propellertrust.org) or via the school office.
- 4.2 No further explanation is required with regard to how the employee intends to spend their 'wellbeing day', although employees are strongly recommended to use the day for an activity which promotes their own individual health and wellbeing.
- 4.3 Completed forms should be submitted to the Headteacher/Deputy Headteacher (teachers/support staff or SLT) or Line Manager (Trust Central Team) for authorisation before the start of each full term. Teachers should pre-approve their class team requests before submitting the form to the Headteacher/Deputy Headteacher for final approval.
- 4.4 Forms should be signed off at least one term in advance even where future dates are known.
- 4.5 Authorised wellbeing day request forms should be forwarded to your school office. The school office must log wellbeing days on the school's MIS (Arbor) within 'School/All Staff/Staff Absences', ensuring they record as '0 working days lost'.
- 4.6 There is no provision in this policy and procedure to carry forward a 'wellbeing day' to the following term. For avoidance of doubt, this means that if a 'wellbeing day' is not taken in any term, for any reason, it cannot be carried over.
- 4.7 Time is to be taken in full days only. It is not compulsory for employees to take these days, however there is no financial recompense or pay alternative if an employee chooses not to use their full allowance.

#### **5. RESPONSIBILITIES**

- 5.1 **Senior Leadership Team (SLT)/Line Manager:** It is the responsibility of the authorising Manager to ensure that requests for 'wellbeing days' are managed in a way that does not cause a detriment to students or an unacceptable increase in the workload of staff colleagues who may have to provide cover.
- 5.2 **Individual employees:** It is the responsibility of the employee making a request for leave of absence for a 'wellbeing day' to provide cover work (teachers) and/or work with staff colleagues.