

**Saints Peter and Paul  
Catholic Primary School**



**Authorised Absence Policy  
(Academic Year 2022-25)**



## **AUTHORISED ABSENCE POLICY**

### **1. INTRODUCTION**

The Governing Body of Saints Peter and Paul Catholic Primary School recognises that there are many reasons why an employee may require leave of absence from work. The majority of these are set out within existing statutory provision and, in many cases, enhanced provision as agreed under appropriate STPCD in respect to both teaching and support staff employees, eg maternity rights. However, the Governing Body recognises there may be occasions where leave of absence may be requested by an employee that falls outside of these agreements.

This Policy relates to paid and unpaid absence up to a period of twelve months and is intended to compliment the STPCD referenced above.

### **2 PROCEDURE**

- 2.1 Any request for leave of absence, whether paid or unpaid, must be authorised by the Headteacher.
- 2.2 Requests for time off detailed in this Policy should be made in writing, on the 'Request for Authorised leave of absence form' (Appendix 1)  
Where an unexpected event occurs that requires a short period of leave the Headteacher can be contacted by telephone and a response discussed within the guidelines of this Policy.
- 2.3 Where approval to a request is granted, the Headteacher will arrange for this information to be recorded on the employee's personnel file record and, if necessary, for Payroll Section to be notified of any pay adjustments.

### **3 PAID LEAVE OF ABSENCE FROM WORK**

Employees are able to take paid leave of absence from work for a range of circumstances.

if you are ill or have a physical condition where you are unable to attend, school requests that you self-certificate for 1-7 continuous days and any absence after this must be covered by a Doctor's note. School may need medical evidence if in doubt of the authenticity of the illness.

If an employee has not returned to work by the date agreed, it will be viewed that they have resigned from their employment with the School:

#### **3a. Special Leave**

The Headteacher, at her discretion, may grant up to a maximum of five day's paid special Leave, in any school year, in the following circumstances:

Up to five days leave of absence with pay.

**General guidance on the provision of Bereavement Leave is as follows:**

- Up to five days with pay in the case of bereavement of a close relative (parent, spouse, partner, child, brother, sister, grandparents)
- The Headteacher may also authorise further leave without pay in appropriate circumstances.
- Time off, with or without pay, up to one day in the case of other relatives to attend the funeral

**3b. Special Domestic Circumstances**

Up to five days' leave of absence with pay, in any school year

The Headteacher/Designated Line Manager may also authorise further leave without pay in appropriate circumstances. Some examples that fall within this category are:

- An emergency situation
- Compassionate leave.

The time provided is only for as long as it takes to deal with the immediate emergency, for example, if your child falls ill, you can take enough time off under this provision, to deal with their initial needs, such as taking them to the doctor and arranging their care. You will need to use other forms of leave if you want to stay off work longer to care for them yourself.

**3c. Infertility Treatment**

Up to five days' leave of absence with pay may be taken to attend for treatment.

**3d. Leave for Examinations**

Study leave may be granted up to a maximum of 1 half day with pay for each academic subject. Employees studying assignment based courses, where no examination is taken, will be entitled, instead, to take up to 3.5 hours leave per academic subject, to be taken by agreement as required during the College year.

**3e. Election Duty**

Employees assisting in the running of Local and Parliamentary elections within the Borough shall be allowed leave with pay, subject to such leave being granted within the exigencies of the school

**3f Attendance as a witness**

Employees attending Court on behalf of the School or the Local Authority or attending any meetings

as part of any internal investigation procedure will be allowed paid time off.

## **1. UNPAID LEAVE OF ABSENCE FROM WORK**

Requests for unpaid leave of absence will be given full consideration. The needs of the school will always be paramount.

Unless detailed in Section 3, requests for additional leave will normally be unpaid.

### **Medical Related Absence**

As noted in the staff handbook: All staff are to seek **medical appointments**, (DR. / dentists/opticians etc) **outside of contracted hours** Such leave is **not** an entitlement and will be unpaid.

- When, in exceptional circumstances this is not possible, consideration will be given to have an authorised absence, but only upon proof of the hospital appointment letter, sight of hospital text message. No requests will be accepted without evidence.
- You must ensure upon return back to work that you sign back in and notify either Headteacher or or your HOD that you have returned.

### **Holidays in Term Time**

No holidays in term time will be considered.



**Saints Peter and Paul Catholic Primary School**  
**Leave of Absence Form**

<u>Name</u>	<u>Class</u>	
<b><u>Date of absence</u></b>	Is absence all day?	
	Yes	No
<u>Time of requested absence- if after the start of the school day</u>	<u>Time leaving school</u>	<u>Time back at school</u>
<u>Reason for absence</u>		
<input type="checkbox"/> Please tick. I certify that the leave/absence requested above is for the purpose (s) indicated. I understand that I must comply with the school's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action		
<b><u>Signature of staff member:</u></b>		
<b>FOR OFFICE USE ONLY</b>		
<u>Date form handed to line Manager</u> _____		
<b><u>Official action on request</u></b> (If disapproved, give reason)		
Approved with pay <input type="checkbox"/> Approved without pay <input type="checkbox"/> Disapproved <input type="checkbox"/>		
<u>Appointment letter/ text Message seen?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<u>Date verified?</u> <input type="checkbox"/> <u>Time of appointment verified?</u> <input type="checkbox"/>		
<u>Cover needed?</u>	Yes	No
<u>Absence to be covered by</u>		
<u>Have 'covering staff' member been Informed?/Date informed?</u>	Yes	Reason if 'no'

Signature of Line Manager: \_\_\_\_\_