



# **DURANTS SCHOOL – POLICY DOCUMENT**

## **Staff Absence Criteria**

**December 2023**

*Reviewed & updated: December 2023 (Rachel Carli)*

*Next review date: December 2024*

## DURANTS SCHOOL – Staff Absence Criteria

There needs to be clear guidelines for all staff from Governors on the arrangements for:

- Leave of absence with pay
- Leave of absence maybe with pay
- Leave of absence without pay
- Situations when leave of absence will not be granted with or without pay

Terms and conditions regarding sick pay are as stated in the London Borough of Enfield's document 'Special Leave Provisions' These documents can be obtained from the Personnel Department the Civic Centre, Enfield. These guidelines have been drawn up in consultation with the School's Personnel Service

Except in cases of serious urgency no member of staff can (without previous permission) be absent from duty for any cause other than personal illness. Any member of staff requiring leave of absence for any cause other than personal illness must notify the Headteacher and fill in a leave of absence form, as appropriate, at least 5 working days in advance.

|   |  |
|---|--|
| Leave of absence <b>shall</b> be granted <b>with pay</b> , on each occasion (unless specified per year), for periods as stated in the above documents, for the following reasons: |  |
| Death of partner, parent or child   | 10 days (DCSF advice is 5 days). Extra time will be granted if necessary which will be unpaid  |
| Hospital appointments   | No limit (please note non-urgent GP and dental appointments MUST be made outside of working hours) but hospital appointment letters must be produced each time otherwise paid leave will not be granted. |
| IVF appointments  | As required  |
| Ante-natal appointments   | As required  |
| Attendance at funeral of close relative   | 1 or 2 days (according to needs)   |
| Moving house  | 1 day  |
| To attend interview for other appointment   | 2 days   |
| Jury service  | as required  |
| Attendance at court as a witness  | as required  |
| Duties as Justice of the Peace  | up to 18 days per year   |
| Paternity Leave   | up to 10 days (1 week full pay and 1 statutory paternity pay)  |
| Accredited trade union representative   | as required  |

**DURANTS SCHOOL – Staff Absence Criteria**

|   |   |
|---|---|
| Leave of absence <b>may</b> be granted <b>with pay</b> , on each occasion (unless specified per year), for periods as stated in the above documents, for the following reasons: |   |
| Death of a near relative - (grandparent, aunt/uncle, cousin)  | up to 5 days                                |
| Serious illness or medical appointment of a partner, child or near relative if supported by medical certificate/letter  | up to 5 days per year.                      |
| Attendance at your child's special event e.g. sports day, graduation, special assembly  | up to 1 day per year                        |
| Attendance at your child's educational meeting including annual reviews, SEN meetings etc.  | Up to 1 day per year                        |
| Examination if it would improve the qualifications of the member of staff   | as required                                 |
| Approved courses and conferences  | as required                                 |
| Emergency appointments such as a broken tooth   | as required                                 |
| Governors (if not at Durants)   | up to 3 days per year                       |
| Religious festivals   | up to 3 days per year (1 day paid 2 unpaid) |
| Emergency domestic repairs such as broken down boiler in winter or burst pipe.  | as required                                 |

|   |  |
|---|--|
| Leave of absence <b>may</b> be granted <b>without pay</b> , on each occasion (unless specified per year), for periods as stated in the above documents, for the following reasons |  |
| General illness of a child  | As per occasion  |
| Wedding of near relative  | 1 day per year, 2 days if abroad                               |
| Routine medical appointments  | 1 day per year   |
| Non-urgent domestic repairs such as washing machine repair or unavoidable deliveries  | As per occasion – following a discussion with the Head teacher |
| Funeral of a non-family member  | As per occasion  |
| Attendance at relative's medical appointment  | As per occasion – following discussion with the head teacher   |

**The following reasons for leave of absence will not be granted with or without pay:**

- Holiday during term time
- Routine medical appointment after one having been taken
- Circumstances, events, medical or any other appointment that could have been arranged to take place outside of term time.

Representation may be made by individual members of staff, in writing, to the Governor's staffing committee, one term in advance if they are requesting special leave. Arrangements and bookings should not be made until a written response from the Governor's staffing committee has been received.