

Staff Authorised & Special Leave Summary



MAY 2017

In the case of an emergency, employees should follow the absence procedure and telephone school **between 7.45–8.15 am**. Please do not text colleagues to pass the message on – all calls must be through the office. **Please do not ring before 7.45 am**.

All leave must be authorised by the Leadership Team and should be agreed as far in advance as possible. Teachers do not have permission to authorise their TAs to have time off. Requests should be made using the 'Staff Request For Time Out Of Class/School' form available from Reception.

The table below is a summary of the Gloucestershire County Council policy – please refer to the main policy for full guidance. Requests for special leave not covered below must be put in writing to the Governing Body and if granted, will be unpaid unless stated.

	At the discretion of the Governing Body who may delegate to the Headteacher
Serious life threatening illness or death of a very close relative i.e. spouse/partner, parent, child, sibling	5 days (pro rata if part time); paid leave
Serious life threatening illness or death of an immediate in-law, grandparent, near relative or dependent friend	3 days (pro rata if part time); up to 5 days (pro rata if part time) if employee is making funeral arrangements; paid leave
Other exceptional circumstances for 1 day, eg friend's funeral, personal reason	Unpaid leave
In exceptional circumstances, governors can grant special leave to allow employees to care for their spouse/partner and/or family during a prolonged illness. This is discretionary and subject to the needs of the school	Paid or unpaid leave
Working day before, day of, or working day after own Wedding or that of son, daughter, sibling, parent	1 day; paid leave
Interviews	1 day (up to 2 for teachers); paid leave
Vocational Examinations will be considered on an individual basis	Duration of examination; paid leave
Working day before, day of, or working day after house move	1 day; paid leave
Attendance at own graduation	1 day; paid leave
Attendance at family member's graduation	1 day; unpaid leave
Emergency Dependents & Family Care Leave – normal care arrangements must have been suddenly disturbed. Time off is envisaged as being no more than one or two days in most cases (whilst other arrangements are put in place).	Up to 5 days per year (pro rata if part time); paid leave
Staff medical or dental appointments should be made outside school hours. Where this is not possible, employees must obtain approval from a member of the Leadership Team.	Paid leave
Dependents medical or dental appointments should be made outside hours. Where this is not possible, employees must obtain approval from a member of the Leadership Team.	Paid or unpaid leave at the discretion of the Headteacher