

Staff Authorised & Special Leave Summary

JANUARY 2013

In the case of an emergency, employees should follow the absence procedure and telephone school **between 8.00–8.15 am**. Please do not text colleagues to pass the message on – all calls must be through the office. **Please do not ring before 8.00 am**.

All leave must be authorised by the Leadership Team and entered in the Office Diary. This should be agreed as far in advance as possible. Teachers do not have permission to authorise their TAs to have time off.

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 subject to the needs of the school	Paid or unpaid leave
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	Duration of examination; paid leave
Moving House	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. 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 and inform the office.	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 and inform the office.	Paid or unpaid leave at the discretion of the Headteacher