



# Astrea Academy Trust

INSPIRING BEYOND MEASURE

## Special Leave of Absence Policy

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## **1. Introduction to the Policy**

- The Special Leave of Absence Policy aims to provide a supportive and employee centred approach to how the Trust responds to requests where a special leave of absence during term time is unavoidable.
- The Special Leave of Absence Policy has been developed to manage requests in a fair and consistent manner taking into account the educational, operational and budgetary needs of the Trust.
- The Trust is committed to supporting the work life balance of its employees recognising the individual needs and commitments that employees have outside of work.
- This policy sets out the Trust's arrangements for leave of absence that is not annual leave.
- Preservation of Terms and Conditions under the Transfer of Undertakings (Protection of Employment) Regulations 2006 applies.
- The Trust will apply this policy in accordance with the Equality Act 2010 and not unlawfully discriminate because of the protected characteristics of:
  - age
  - disability
  - gender reassignment
  - marriage and civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation

## **2. Purpose and Scope**

- The aim of the policy is to enable Principals / senior leaders to respond to requests for special leave in a fair and consistent manner and to provide clarity to all employees on what to expect.
- This policy applies to all staff employed by the Trust and provides guidance and clarification regarding the special leave of absence employees are entitled to, assisting employees in understanding their options.
- The Trust reserves the right to request that central team employees with contractual annual leave entitlement, utilise their annual leave entitlement where deemed appropriate, should they have annual leave entitlement remaining, noting that academy based teaching and support staff do not have the same annual leave flexibility.

- The policy aims to cover the majority of eventualities, however, recognises that where a special leave of absence is requested that is not detailed within Appendix 1, the Trust will assess on a case-by-case basis.
- The Trust will monitor eventualities and review / amend policy in consultation with recognised Trade Unions at the determined review periods on the page 1 control sheet, encompassing any additional eventualities employees have raised.

### **3. Confidentiality and Data Protection**

- Information will be retained within employee personnel files in accordance with GDPR and Data Protection 2018, and Trust policies.
- All information gathered throughout the policy will be retained on a confidential and secure basis. Information will be stored confidentially, with access only to individuals as deemed appropriate in line with the procedure and policy.
- Any breach of confidentiality may be dealt with under the Disciplinary Policy and Procedure.

### **4. Scope**

- This policy applies to all employees. Whilst this policy is non-contractual and may be subject to change following consultation with recognised Trade Unions, appropriate elements of this policy are statutory legislation as detailed in Appendix 1. Unless there are specified statutory qualifying periods, the leave outlined in this policy can be requested from the start of an employee's employment with the Trust.
- This policy does not cover the following, for which separate arrangements apply:
  - Annual leave as determined by relevant terms and conditions of employment
  - Flexible working arrangements
  - Family Leave as per the Family Leave Policy
  - Sickness absence management
  - Leave associated with redundancy

### **5. Roles and Responsibilities**

#### **5.1 The role and responsibilities of the Employer**

- The Principal / senior leader will be familiar with the provisions of the Special

## Leave of Absence Policy.

- All special leave of absence requests will be considered and approved or refused in line with this policy in, and with due regard to:
  - the nature of the request;
  - any statutory entitlement obligations;
  - educational provision;
  - service needs;
  - eligibility,
  - any previous requests;
  - any flexibility that may have been afforded prior to this request, and current working arrangements.
- Except in emergencies, on receiving a Leave of Absence Request form (Appendix 2) from an employee, the Principal / senior leader will review and respond to the employee explaining the reasons for the decision.
- Except in emergencies, if further information is required before a decision is made, the Principal / senior leader will arrange a meeting with the employee as soon as is practicable and with due regard to the timing of the intended absence. They will discuss the circumstances of the request, gather all the necessary information and document the outcome of the meeting on the request form.
- All requests will be declined or authorised within 5 working days (except in emergencies). If authorised, the request will be processed via the appropriate Trust system<sup>1</sup> and duly recorded.
- Records of special leave of absence applications will be recorded within the employees personnel file, with approvals also recorded in the appropriate Trust system for payroll purposes. This will include retrospective applications where there was an emergency.

### **5.2 The role and responsibilities of the Employee**

- All policies are available on the Trust website, Trust intranet and on request from the HR department.
- Unless there are exceptional or emergency circumstances preventing the employee from doing so, employees are requested to provide at least four weeks in advance of the proposed date(s) of absence, in order to allow the Principal / senior leader adequate time to consider the request and make appropriate arrangements.
- If an emergency arises and the employee is unable to request the leave of absence in advance, they must inform the Principal / senior leader as soon as is practicable by telephone. Should the employee be unable to contact the Principal or a senior leader, employees can contact their academy Operations

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<sup>1</sup>the academy operations manager will advise upon the system used for processing

Manager or the HR department.

- Where the employee is unable to request the emergency leave of absence via telephone, due to the nature of the emergency, email / text will be permitted.
- On returning to work after emergency leave, the employee will be required to explain the reasons for the absence in the same way as they would normally have done, had the request been submitted in advance, in accordance with this policy.

## **6. Unauthorised leave of absence**

- Except in the case of emergencies, if an employee decides to take a special leave of absence which has not been authorised by the Principal / senior leader, in the knowledge that this has not been approved will be recorded as absent without leave (AWOL) and they may be subject to disciplinary action under the Trust's Disciplinary and Grievance policy and procedure.

## **7. Appeals**

- An appeal against a decision to decline an application for special leave, a request for additional special leave, or a grievance with the way in which a request for statutory time off work has been dealt with should be made through the Trust's Grievance Resolution Procedure.
- Where the appeals process may take longer than the requested time off work, the employee and the Principal may agree a schedule outside of the appeals process.

## **8. Examples of leave of absence**

- The types of special leave of absence (Appendix 1) details the typical circumstances where requests for special leave of absence may be received and sets out whether the absence is discretionary time-off or a statutory entitlement.
- It is noted that other circumstances may occur, and the table is not exhaustive of every eventuality an employee may encounter.
- Otherwise, general advice can be sought from the HR department.

## **9. Equalities monitoring**

- To ensure that we are meeting our public sector equality duty we will monitor annually the impact of this policy by reference to the protected characteristics of staff (age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation) and share with recognised trade unions via the NJCC as agreed within the agenda.

## 10. APPENDICES

### 10.1 Appendix 1 – Examples of special leave of absence

Nb: Where an employee has protected special leave of absence arrangements under the Transfer of Undertakings (Protection of Employment) Regulations, these arrangements are to be adhered to and may vary from the table below.

Leave Type	Leave Category  Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
<b>Life Events</b>	Trust Benefit	1 paid 1 unpaid	1 paid 1 unpaid	<p>This benefit gives the employee the flexibility to attend important or unplanned life events, including:</p> <ul style="list-style-type: none"> <li>• Funerals (where not provided for under compassion and bereavement)</li> <li>• Formal family events, including weddings, civil partnership ceremonies, baptisms, etc.</li> <li>• Graduations</li> <li>• House moves</li> <li>• Domestic emergencies (where not otherwise provided for)</li> <li>• Bereavement of a pet</li> </ul> <p>The employee will ordinarily be expected to provide evidence of the event.</p>
<b>Routine Medical, Dental and Optician Appointments</b>  <b>(Not antenatal – please see Family Policy; not blood and plasma donation)</b>	Non-statutory	Unpaid	Assessed on a case-by-case basis.	<p>Employees are normally expected to ensure that routine appointments such as a routine GP appointment or dental appointment are outside of contracted working hours.</p> <p>However, if this is not reasonably practicable as the appointment cannot be changed by the employee and there is no option to attend the appointment around working hours due to the working hours of the provider/clinic every effort will be made the accommodate the appointment.</p>

Leave Type	Leave Category Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
				<p>Employees should ensure that any time off causes as little disruption as possible, i.e. the appointment is at the beginning or the end of the day. Evidence of such appointments, such as a letter or appointment card will be required if during working hours.</p> <p>For Antenatal appointments, please see Family Policy POL15.</p> <p>Employees should not arrange their routine blood, platelet or plasma donations during working hours.</p>
<b>Emergency and other non-routine appointments</b>	Discretionary	Paid	Assessed on a case-by-case basis.	<p>Where an appointment has been mandated to the employee and is not subject the employee's ability to change, every effort will be made to accommodate the appointment. This includes appointments for emergency treatment.</p> <p>Where an employee can influence the timing of the appointment, s/he should try to arrange it outside of contracted working hours and to cause as little disruption as possible. Evidence of such appointments, such as a letter or appointment card will be required if during working hours.</p>
<b>Disability rehabilitation, assessment or treatment appointments</b>	Statutory	Paid	Assessed on a case-by-case basis	<p>Case law under the Equality Act 2010 recognises that a disabled person may need to be absent from work for rehabilitation, assessment or treatment. In monitoring absence, due allowance should be made for absences related to a disability.</p> <p>Absences relating to <b>appointments</b> for rehabilitation, assessment or treatment of a disability should be recorded as disability leave and not sickness. This is paid and does not affect sick pay entitlements.</p> <p>However, any other periods of absence related to a disability should be classified and recorded as sick leave.</p>



Leave Type	Leave Category  Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
<b>Medically necessary interventions and surgeries (including medical preparation and recovery)</b>	Statutory  Trust benefit (donor surgery)	Per the Sickness Absence Policy, except for donor surgery  Paid	As required on a case-by-case basis  Up to four weeks	This covers all required medical interventions and surgeries, including for gender reassignment. Cosmetic surgeries deemed medically necessary are covered. Purely cosmetic surgeries do not give rise to permission for leave of absence.  Sickness absence related to the post medical intervention procedure/surgery recovery period, will not be recorded within sickness absence management procedures.  The Trust will grant paid time off, up to 4 weeks, if the employee is acting as a donor / bone marrow donor. The absence will not be counted against the sick pay entitlement and will not be considered in any absence management procedures.
<b>Fertility Treatment</b>	Trust benefit	Paid	Please see Family Policy	Please see Family Policy POL015
<b>Court and tribunal participation (other than as a juror or magistrate)</b>	Trust benefit	Paid (unless withheld)	As required on a case-by-case basis, as determined by the court or tribunal	This leave is not intended to be used where the employee is supporting another person in their participation.  Where the reason for the participation is likely to bring the trust into disrepute and/or where the trust or its students are the victim of the behaviour in question, payment may be withheld at the trust's discretion. Payment will not be withheld solely because the trust is the respondent to a claim made by the employee.
<b>Jury Service</b>	Statutory	Paid	Paid for the duration (with compensation adjustment)	All employees must be allowed to take time off for jury service as a public duty.  The Trust will ensure that employees undertaking jury service are not at financial detriment whilst undertaking jury duty.  <b>Jury Service Compensation Adjustment Clause:</b> If an employee is called for jury service, the Trust requests that

Leave Type	Leave Category  Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
				<p>employees submit a loss of earnings claim. The Trust will continue to pay the employee their regular salary during the period of jury service, recognising the importance of this public duty. The employee is required to claim loss of earnings from the court and will be provided with the forms within their juror's pack. The employee must provide proof of jury service, and the compensation received from the court to their school-based operations manager, or for central employees the HR department. On receipt of the court loss of earnings claim having been paid directly to the employee, the Trust will adjust the employee's next payroll accordingly, processing a deduction from salary equivalent to the loss of earnings claim paid.</p> <p>The Trust does not reimburse for travel and meal costs. The employee must claim via the juror's pack expenses claim procedure.</p> <p>Where the Trust anticipated a serious effect to operational running, the Trust reserves the right to request a delay to jury service. This will only be applied in exceptional circumstances.</p>
<p><b>Public Duties (not as a juror)</b></p> <p><i>Includes Armed Forces Reserves and Cadet Reserves mandatory training</i></p> <p><i>Includes Governor at another school / Trustee</i></p>	<p>Statutory, but paid as a trust benefit</p>	<p>Paid</p> <p>Unpaid</p>	<p>Paid up to 5 days</p> <p>Unpaid after 5 days</p>	<p>The Trust will endeavour to accommodate all requests within Section 50 of the Employment Rights Act 1996 which provides for employees to be granted time off work to perform those public duties. The Trust also recognises public duties, including being a magistrate or a school governor, which might not be covered by this section.</p> <p>The amount of time that may be considered reasonable should be based on:</p> <ul style="list-style-type: none"> <li>• How long the duties might take.</li> <li>• The amount of time the employee has already had off for public duties.</li> <li>• How the time off will affect the Trust, including</li> </ul>

Leave Type	Leave Category  Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
				<p>benefits to the trust of undertaking the duty.</p> <p>Where practicable, school-based staff must make every effort to undertake their public duty service outside of term-time.</p> <p>The Trust aims to be a Forces Friendly Employer.</p> <p>It will be expected that reservists arrange training outside of term time where possible. In exceptional circumstances the line manager may allow paid leave to attend annual training.</p> <p>For school-based employees, the Principal reserves the right to not approve reservist training and request that it is scheduled outside of term time.</p>
<b>Sporting, musical, theatrical and similar activities</b>	Trust benefit	Generally unpaid, but exceptions may be granted where the line manager or Principal considers that the activity enhances the reputation of the trust	Assessed on a case-by-case basis.	<p>Some employees participate in such activities at an elite / high level and may be selected for National or Country representation. Selection for representative sporting and similar activities may be seen as an honour for the Trust and highly motivational for students. The line manager should therefore consider sympathetically requests for leave of absence requests to participate in such events (e.g. at county or national level).</p> <p>Officiating is included in this definition.</p> <p>However, extended absences (e.g. tours abroad) would require special consideration in each case.</p>
<b>Children and dependents - Time off for family and dependents (routine and non-emergency events)</b>	Discretionary	Paid	Up to 3 days a year	<p>Employees should make arrangements to enable them to attend work and to carry out their normal duties. In exceptional circumstances an employee may apply for leave (in addition to annual leave for those who have annual leave in their contracts such as central services employees) to deal with childcare or other caring responsibilities that require</p>

Leave Type	Leave Category Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
				<p>ad hoc discretionary time such as children’s school appointments, routine dental appointments and other appointments / needed to support dependents. Dependents can be defined as:</p> <ul style="list-style-type: none"> <li>• their husband, wife, civil partner or partner</li> <li>• their child</li> <li>• their parent</li> <li>• a person who lives in their household (not tenants, lodgers or employees)</li> <li>• a person who relies on them for care, such as an elderly neighbour</li> </ul> <p>The granting of such leave is at the discretion of the Principal / senior leader after taking account of the impact such leave might have on the employee, the dependant/s and the school. The Trust reserves the right to request evidence of appointments.</p> <p>This should not be confused with carers leave and parental leave statutory entitlements (time off for dependents under section 57A of the employment rights act). Please refer to HR for additional information.</p>
<b>Children and dependents - Time off for family and dependents in emergencies</b>	Statutory	Paid	Paid up to 5 days a year	<p>Employees are permitted to have time off to deal with emergencies involving dependents. The Trust will support employees dealing with such emergencies.</p> <p>You are not permitted to request a special leave of absence under this category if you knew about the situation beforehand.</p>
<b>Parental Leave</b>	Statutory	Unpaid	Assessed on a case-by-case basis	Please see the Family Policy for further information.

Leave Type	Leave Category <b>Statutory/ Trust Benefit</b>	Pay Details	Number of days leave	Definition guidance
<b>Carers Leave</b>	Statutory (The Carers Leave Act 2023)	Paid	Up to 5 days	<p>Employees are entitled to one week's unpaid leave per year to provide or arrange care for someone with a long-term care need as a day 1 right of employment.</p> <p>The Trust offers employees up to 5 days of paid leave per year to provide and arrange care. Leave can be taken flexibility in half or full days, for planned and foreseen caring commitments.</p> <p>Long term care needs are for physical or mental illness, injury, disability or care needs because of their old age. The person in receipt of long term may be a family member or someone else who relies on the employee for care.</p> <p>Employees must provide at least 3 working days' notice if requesting a half day or single days of leave. If employees are applying for 2 or more consecutive days leave, a minimum of five working days' notice is required.</p>
<b>Bereavement of a Child</b>	Statutory	Paid	10 days	<p>The Statutory Parental Bereavement Pay (General) Regulations 2020 came in to force on 6 April 2020 and give a statutory right to a minimum of two weeks' paid leave to parents who suffer the loss of a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked for the employer.</p> <p>The Trust will pay the employee their normal contractual rate of pay.</p> <p>If the employee has sole responsibility for arranging the funeral, then an additional 10 days of paid leave may be granted.</p> <p>The leave must end within 56 weeks of the child's death. The date of the child's death is the first day of the 56 weeks.</p>

Leave Type	Leave Category  Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
				<p>Although the 10 days for parents of a child under the age of 18 is statutory, the Trust may grant additional paid leave depending on individual circumstances.</p>
<p><b>Bereavement of a person other than a child</b></p>	<p>Trust benefit</p>	<p>Paid up to 5 days</p>	<p>Up to 10 days depending on circumstances</p>	<p>Bereavement leave is leave that allows an employee time off to deal with their personal grief and related practical arrangements, primarily when a dependent dies.</p> <p>It does not need to be taken immediately or as a continuous block of time.</p> <p>For these purposes, a dependent is a:</p> <ul style="list-style-type: none"> <li>• spouse, partner, or civil partner</li> <li>• parent or step-parent,</li> <li>• sibling or step-sibling</li> <li>• a person in the employee’s household, or someone who relies on the employee for help in the event of an accident, illness or injury, such as an elderly neighbour</li> <li>• person who relies on the employee to make care arrangements</li> </ul> <p>Bereavement leave may be taken following the death of a person other than a dependent, including friends and less-immediate family members.</p> <p>NB – the bereavement of a pet is provided for under life events leave.</p>
<p><b>Compassionate Leave Ill-health / (Immediate Family Member)</b></p>	<p>Discretionary</p>	<p>Paid up to 5 days. Unpaid in excess of 5 days</p>	<p>Up to 10 days depending on circumstances.  Note paid and unpaid periods</p>	<p>Compassionate leave is normally intended for circumstances where there is sudden or serious illness, of an immediate family member or life partner to support and to enable time to make any arrangements.</p>

Leave Type	Leave Category  Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
				<p>A close family member usually includes: husband, wife, partner, grandparent, child and siblings (included half-siblings and adopted siblings). The Trust recognises blended families and therefore includes step-parents and step-siblings as close family members.</p> <p>The leave will reflect what is required in the circumstances and will not necessarily always be 10 days. This time may be used in more than one absence within a 4-week period. In exceptional circumstances additional leave may be approved but this will be on an unpaid basis.</p> <p>See also Bereavement / Time off to attend funerals.</p>
<p><b>Compassionate Leave</b> (<i>Other Family Member</i>) someone who: - is not immediate family</p>	Discretionary	Paid	Up to 2 days	<p>For example: Any person deemed by employees as a significant person to them, such as close friends, parent-in-law, son/daughter-in-law, aunt, uncle, cousin.</p> <p><i>These provisions are not meant to limit the Principal / senior leaders discretion as each request and leave will need to be judged on the circumstances of each case as family dynamics can vary from person to person.</i></p> <p>See also Bereavement / time off to attend funerals.</p>
<p><b>Parenting Courses</b></p>	Discretionary	Paid	<p>Up to 3 days per academic year.</p> <p>Assessed on a case-by-case basis</p>	<p>Should an employee be instructed to attend a parenting course as part of assessment, personal circumstance or custody court arrangements, employees are expected to try and arrange such courses outside of work hours.</p> <p>Should courses be court mandated and as such, the time and date of such course cannot be changed by the employee , every effort will be made by the Trust to accommodate such requests.</p> <p>Evidence will be requested for course attendance, if during working hours.</p>

Leave Type	Leave Category Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
<b>Compassionate Leave - Domestic Violence and Abuse</b>	Trust benefit	Paid	Up to 5 days	Employees who are victims of domestic abuse are entitled to up to 5 days leave if fleeing or managing a situation of domestic violence or abuse.
<b>Adverse weather / severe conditions</b>	Discretionary	Paid (unpaid depending on guidance)	Dependent on weather conditions	<p>Employees have an obligation to present themselves for work each day at the times specified in their contracts of employment. During periods of severe inclement weather, if it is shown that the employee has made every effort to attend work but simply could not do so, the absence may be treated as paid leave.</p> <p>If, however, roads/public transport are available for use with only minimal disruption, and the employee still chooses not to attend work, the absence will be treated as unpaid.</p> <p>Where the Trust closes an establishment due to adverse weather / severe conditions, employees will be paid.</p>
<b>Appointments - Beauty / Personal Grooming</b>	Not approved	Not approved	Not approved	Any requests for beauty / personal grooming appointments will not be approved by the Trust. Employees are expected to arrange such appointments outside of work time.
<b>Holiday requests (for those who do not have bookable leave)</b>	Discretionary for exceptional cases	Unpaid	Assessed on a case-by-case basis.	<p>Those who do not have contractual annual leave entitlements should not ordinarily request holiday leave during term time.</p> <p>HR advice may be sought in exceptional circumstances and any granting of a request will be at the discretion of the Principal or senior central leader.</p>
<b>Interviews (non-Trust interviews)</b>	Discretionary	Paid / Unpaid  (see guidance)	See guidance note	<p>For Teaching staff up to 2 days per academic year will be granted to attend interviews.</p> <p>The Trust recognises that interviews will usually be held within school terms and hours. The Trust reserves the right to see</p>



Leave Type	Leave Category  Statutory/ Trust Benefit	Pay Details	Number of days leave	Definition guidance
				<p>evidence of interviews.</p> <p>Support Staff Employees and Central Team Employees will be required to take annual leave, or unpaid leave must be taken. Such employees are not required to notify the Trust that their request for leave is for an interview.</p> <p>The relevant support will be granted to attend internal interviews within the Trust.</p>
<b>Religious Observance</b>	Discretionary	Paid	1 day. Assessed on a case-by-case.	<p>The Trust recognises the importance of religious observance and will attempt to accommodate the needs of the employee, including for example, time away from work during the day for prayer or to accommodate periods of fasting.</p> <p>As a general rule, 'a day exclusively set apart for religious observance' is a day when the employee would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, schools should seek advice from the employee about whether it has set the day apart for religious observance.</p> <p>If a religious body sets apart a single day for a religious observance and the employee applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion</p> <p>Employees whose religious duties are not covered by weekends, or the current UK statutory bank holidays may request time off for religious festivals.</p>

Leave Type	Leave Category <b>Statutory/ Trust Benefit</b>	Pay Details	Number of days leave	Definition guidance
<b>Time off to train – personal CPD</b>	Discretionary	Unpaid	Assessed on a case-by-case basis.	<p>Employees have the right to ask for time off to carry out training that will improve their performance at work, should this be personal training that the employees wishes to undertake or training for personal enrichment. The Trust do not have to pay for the training or study and this remains discretionary. However:</p> <ul style="list-style-type: none"> <li>• employees must have worked for the Trust for at least 26 weeks prior to requesting</li> <li>• any training must help employees to do their job</li> <li>• employees can submit one request in each academic year</li> </ul> <p>School based employees will be asked to arrange time to train for personal courses outside of term time / working hours.</p> <p>Paid time to train is included for all Trust mandated or provided training.</p>
<b>Job seeking and retraining in a redundancy situation</b>	<b>Statutory</b> (reasonable time off)	Paid	Assessed on a case-by-case basis.	<p>An employee who is under notice of redundancy can request reasonable time off with pay to look for another job or to arrange training.</p> <p>Evidence may be requested of interview.</p> <p>Note: there is a right to reasonable time off for interviews to staff at risk of redundancy.</p> <p>Also see Interviews.</p>

10.2 Appendix 2 – Leave of Absence Form

**LEAVE OF ABSENCE APPLICATION FORM (FOR092)**

Please provide the following for your leave of absence request:

Date/s	Time (all day/am/pm)

Employee Name	Job Title	Line Manager Name

**Reason for request.**

**To the Line Manager:**

Please indicate below:

<b>Approved With Pay:</b>	Yes / No
<b>Approved Without Pay:</b>	Yes / No
<b>Not Approved (please indicate X):</b>	

Comments from Manager (if application is not approved, please provide an explanation below):

Employee Signature:

Date:

Manager / Approver Signature:

Date:

Once completed, please ensure that a copy of this form is placed on the employee's personnel file and, if approved, a copy is forwarded to the academy's Operations/Business Manager or Central Team Payroll Officer. The employee must be informed of the outcome of their request.