



SCHOOL LEAVE POLICY AND PROCEDURE

**Annual Leave and Bank Holiday Policy and Procedure
Sabbatical Leave Scheme
Special Leave Policy**

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

This is a model Leave Policy recommended by the Council for adoption by Governing Bodies.
It is based on the Council Policy and adapted, as appropriate, for schools.

If you have any feedback on how we might improve our HR policies and guidance please email [E RTeam@cardiff.gov.uk](mailto:RTeam@cardiff.gov.uk) with your suggestion

Os oes gennych chi unrhyw adborth ar sut y gallem wella ein polisïau a'n canllawiau Adnoddau Dynol anfonwch e-bost at TimER@caerdydd.gov.uk gyda'ch awgrym

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Version	Effective Date	
Version 3	27.03.2020 -31.04.2023	
Version 4	01.06.2023	New Special leave entitlements, Fostering Leave Added and Annual Leave days updated

1.5 HEADTEACHER/MANAGER RESPONSIBILITIES (In addition to their responsibilities an employee)

- Support the Council's commitment to help employees achieve a Work-Life balance.
- Take into account operational needs and any potential negative impact on the Work Life Balance of other team members.
- Ensure applications for leave which impact on pay, e.g. Sabbatical Leave, are approved in a timely way so that there is sufficient time for the application to be approved, processed and for payroll adjustments to be made on time.
- Seek advice from HR People Services when required.

Annual Leave

- Monitor the annual leave of their employees.
- Ensure that annual leave is recorded on DigiGOV for employees who are not PC Users.
- Ensure all annual leave is updated in DigiGOV prior to approving an employee's exit/termination. Or in the case of employees not recording annual leave on DigiGOV to calculate the under/overpayment and inform payroll in time for the final salary payment.

Sabbatical Leave

- If refusing a Sabbatical Leave request, provide business case reasons in writing within 14 calendar days and work with the employee to explore other options.
- Consider requests for Sabbatical Leave on a business case basis, taking into account the school's needs.
- Arrange a meeting within 14 calendar days with the employee to discuss the request.
- Inform HR People Services of the employee's intended return from Sabbatical Leave in time for pay to be reinstated.
- Ensure that employees on Sabbatical Leave receive all correspondence relating to school reorganisations which may have implications for their employment.

1.6 HR PEOPLE SERVICES RESPONSIBILITIES

- Advise and support headteachers, managers and employees in the application of this policy and procedure as required.
- Issue the Sabbatical Leave agreement for signing.

1.7 The purpose and key principles related to Annual Leave, Special Leave and Sabbatical Leave are set out in the relevant sections.

emergency situations not covered by the Special Leave Policy, managers should approve the leave provided it will not have a detrimental effect on the school.

- 3.2 Employees **must not** take annual leave or commit themselves to any holidays until they have received the appropriate approval either through DigiGOV or in line with the School's working practice. If the employee has not received a response to their request they must follow this up with the manager. Any employee taking unauthorised leave may be subject to disciplinary action in line with the School [Discipline Policy and Procedure](#).
- 3.3 Managers must clearly communicate to their employees the process for requesting leave. It is recommended that the process is included in induction training and confirmed to employees at the beginning of each leave year.

Work Based PC Users

- 3.4 All requests for annual leave should be discussed with the designated manager, who may either verbally or via e-mail confirm or reject the request. Requests should then be recorded on [DigiGOV](#). PC users will receive a notification as soon as possible on [DigiGOV](#) confirming whether their request for leave has been approved or not. Leave should be taken until this approval has been received.

Employees without access to a work based PC but with access to their own internet enabled device e.g. mobile phone, i pad etc

- 3.5 DigiGOV is available on the web by clicking [here](#).
- 3.6 Where managers have agreed the process, employees who are not able to access a work place PC but have their own mobile phone, PC, iPad etc. which has access to the internet may log in and apply for leave on [DigiGOV](#). Managers can provide employees with copies of the quick reference guides to accessing [DigiGOV](#) via the intranet.
- 3.7 The instructions for work based PC Users as above, should then be followed.

Employees without access to a work based PC Users and with no access to the intranet

- 3.8 Employees who are unable to access the internet via work or their own device should request annual leave in line with the working practice in the school and will receive confirmation from their designated manager advising whether their request for leave has been approved or not. This notification will be in line with working practices and it is recommended that schools confirm the practice is in writing to employees.
- 3.9. In approving requests for annual leave, designated managers must consider the needs of the school, taking into account any relevant factors such as any seasonal fluctuations in the volume of work, other employees on leave etc. Obviously leave must not be refused unreasonably.
- 3.10 Where there are conflicting annual leave requests, priority will be given to the employee whose request was received first. However, at times when it is popular to take leave such as at Christmas, Easter and during school holiday periods, approval may be alternated on an annual basis.
- 3.11 Once approval for annual leave has been given, it will not normally be withdrawn. However, there may be occasions where exceptional and or emergency situations occur (e.g. Civil Defence) which necessitate leave being cancelled and the School

August Bank (Public) Holiday Monday
Christmas Day
Boxing Day
New Years Day

There may be years when Easter falls in the same annual leave year and Public Holidays will be allocated accordingly.

PUBLIC HOLIDAYS FOR PART TIME EMPLOYEES

- 3.16 Under the provisions of the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 part timer employees have the right not to be treated by their employers less favourably than comparable full time workers and are entitled to a pro rata entitlement for Public Holidays irrespective of whether their working day falls on a Public Holiday. It should be noted that job sharers are part time workers.
- 3.17 There are normally 8 Public Holidays in a leave year and part time employees entitlement should be calculated in hours as follows. ([See calculator](#)).

Contracted Hours ÷ 37 x 8 Public Holidays x 7.4 hrs = Annual Entitlement

e.g. employee working 18½ hours per week

$$18\frac{1}{2} \text{ hours} \div 37 \times 8 \times 7.4 = 29.6 \text{ hours}$$

- 3.18 The total hours / days should be banked at the beginning of the leave year. Where a Public Holiday day occurs on a part timer's normal working day then the hours normally worked for that day should be debited against the banked hours.
- 3.19 As most Public Holidays days fall on Monday those employees who normally work on these days will have more time off than their Public Holiday entitlement. They will be required to make up any debits by working extra hours, or using their annual leave entitlement. Those employees who do not normally work on Public Holidays days will probably have more credit hours than they need to cover these days and should be allowed to take these credits on other days.

ANNUAL LEAVE CARRY OVER

- 3.20 The annual leave year runs from the 1st April to the 31st March and employees should aim to take their full leave entitlement during this period. However the school will allow employees to carry over a maximum of 5 days annual leave (pro rata for job share or part time employees) from one year to the next.
- 3.21 No carry over in excess of 5 days will be allowed. (Pro rata for job share / part time employees). This includes any hours part time employees are credited for Public Holidays. In the case of maternity leave which spans two leave years, all annual leave accrued should be carried over. Please see paragraph 3.23 in respect of long term sickness.

NEW EMPLOYEES

- 3.29 New employees will be entitled to a pro rata leave allowance of their annual leave entitlement calculated for the period between the date of their appointment and the 31st March. ([Employees Annual Leave Calculator](#))
- 3.30 When calculating the leave entitlements of new employees continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Local Government) (Modification) Order 1983 as amended applies.

TERMINATION OF EMPLOYMENT

- 3.31 On termination of the contract of employment employees will be entitled to an accrued allowance for their final leave year (excluding public holidays) based on the following calculation $(A \times B) - C$. Where
- A = period of leave to which the employee is entitled.
- B = the proportion of the employee's leave year which expired before the effective date of termination.
- C = the period of leave taken by the employee between the start of the leave period and the effective date of termination.
- 3.32 Where appropriate, employees should be encouraged to take their leave entitlement before the termination of their contract of employment. Where outstanding leave is paid, the payment is subject to normal statutory deductions.
- 3.33 Where the annual leave taken at the date of termination has exceeded the number of days accrued, the Council will deduct the appropriate sum from the employee's final salary, or invoice the employee accordingly.
- 3.34 The calculation of outstanding hours to be paid or reclaimed will be completed on approval of an exit in DigiGOV. It is therefore essential that all annual leave is recorded accurately in DigiGOV before manager's approval of an exit. Where annual leave is not recorded in DigiGOV managers must manually calculate any outstanding /overtaken leave and inform payroll in order to ensure that the final salary is calculated accurately.

SECTION 4 – SPECIAL LEAVE PROVISIONS

PURPOSE

- 4.1 One of the Governing Body's and Council's key commitments is to Work life balance The Governing Body recognises that there are times when employees will need short periods of time off work to deal with family and domestic situations.
- 4.2 The Governing Body and the Council recognises that many areas of public service can only function through the good will of employers who agree to their employees having time off to attend to such duties. The Council wishes to encourage its employees to

d. Sibling	10 working days**	Headteacher
<p>In the case of a, b, c & d, in extenuating circumstances, the number of days special leave may be extended to take account of the exceptional circumstances of the bereavement, and has to be agreed by the Headteacher following discussion with HR People Services.</p> <p>In the case of a, b and c, the Headteacher may agree phased return period with the employee. The period of time will be consistent with the provision for phased returns set out in the Attendance & Wellbeing Policy – i.e. up to 4 weeks, which may be extended by up to a further 4 weeks in exceptional circumstances.</p> <p>** Pro rata for part time employees</p>		
e. Parent in law; step parent in law; guardian of spouse; parent; step parent; guardian of long term partner of employee	5 working days	Headteacher
f. Other relative	Appropriate time off on the day of the funeral, to travel to and attend the funeral, if a working day.	Headteacher
g. Death of an employee	Leave to attend funeral at the discretion of the manager taking account of operational needs.	Headteacher
h. Other	Annual leave/Unpaid	Headteacher
<p>Bereavement leave is provided to support staff to grieve or carry out activities related to a death. Therefore, bereavement leave will need to be taken within a short period of the death and if any other leave is currently taking place, it would be expected that the special leave is taken instead of the leave currently being undertaken. Special leave cannot be 'banked' for future use.</p>		
2. Compassionate Leave		
a. Domestic / Personal Emergencies		
<p>Leave to deal with certain unexpected or sudden emergencies that are immediate, severe and/or tragic and to make necessary long-term arrangements.</p> <p>Some examples are: critical illness of family/ fire/ theft/ flood</p> <p>This can also apply to supporting victims of Violence against women, domestic violence or sexual abuse where individuals may require urgent leave or for attending appointments which are safer to do during working time.</p>	<p>Depending on the circumstances of the case, up to a maximum of 2 days leave for each circumstances</p> <p>Where appropriate, for ongoing situations arising from Domestic/Personal Emergencies, on compassionate grounds the Headteacher may agree to flexible working/adjusted working hours, with pay, for an employee who has to support a dependant in circumstances that are not covered elsewhere in the special leave provisions. This may include</p> <ul style="list-style-type: none"> • shortened working days, 	Headteacher

	Guidance on this is available in Section 5.	
4. Dependent's Medical Appointments		
<p>Accompanying dependents to attend a medical appointment at a hospital or GP which cannot be made outside normal working hours. (i.e. for circumstances where the relative cannot attend on their own).</p> <p>This provision also applies to employees who fulfil caring responsibilities, which they have discussed with their manager.</p>	<p>Time allowed for appointment and reasonable travel time, this would usually be up to 2 hours, although there may be extended circumstances where it is necessary for this time to be extended beyond 2 hours.</p> <p>Factors that need to be taken into account include but are not limited to:</p> <ul style="list-style-type: none"> • whether the employee needs to collect their dependent from home/school before the appointment and return after the appointment; • the travel distance from the work base to the home/school and/or hospital; and/or, • the waiting time or length of appointment at the hospital. <p>This will be monitored and instances are excessive, limits over a period of time will be set. Guidance on this is available in Section 5.</p>	Headteacher
<p>Accompanying dependents to non medical appointments e.g. social worker, care professionals which cannot be made outside normal working hours (i.e. for circumstances where the dependent cannot attend on their own). Where 2 employees working for the Council have the same dependent usually only 1 of them may claim this unless there are exceptional circumstances</p>	<p>Time allowed for appointment, this would usually be up to 2 hours, although may be extended reasonable time may be agreed where it is necessary.</p> <p>This will be monitored and where instances are excessive, limits over a period of time will be set.</p> <p>Guidance on this is in Section 5.</p>	Headteacher
5. Fostering.		
<p>An employee who is applying to become an approved foster carer as part of the preparation and assessment process to attend:</p> <ul style="list-style-type: none"> • Pre-approval training • Home assessment visits • Foster panel 	<p>Up to 5 days leave per annum (pro rata for part time employees).</p>	Headteacher

	<p>For roles which do not have the ability to take ad hoc annual leave (e.g. term time working) nor have access to flexi time – special leave will be permitted as long as evidence of the interview is provided. This will be restricted to no more than 3 days per annum to attend interviews in other Local Authorities / public bodies.</p> <p>(Paid special leave will be given for the time required to attend any interviews for employees under notice of redeployment/ redundancy)</p>	
9. Public Duties		
<p>Leave to attend official meetings/ mandatory training during working hours for employees who are</p> <ul style="list-style-type: none"> • members of Local Authorities; • appointed by a Govt. ministry, assoc. of local authorities or a local authority to serve on a Committee, Tribunal or panel; • Justices of the Peace; • School Governors; • Official Prison Visitors; • Any other body in accordance with Sect 50 of the Employment Rights Act 1996. • Special Constabulary <p>Military Service (Non Regular Forces).</p>	<p>Up to a maximum of 18 days p.a. for all categories (up to a total of 18 days per year aggregated over all categories listed).</p> <p>This will be applied on a pro rata basis for part time employees.</p> <p>Up to a maximum of 2 weeks per annum for annual camp.</p>	<p>Headteacher</p> <p>Headteacher</p>
10. Cardiff Council run Elections		
Candidate in Local Authority, Parliamentary, Welsh Assembly or European Election.	1 day 's leave on polling day	Headteacher
Employees involved with election duties i.e. Senior Election Staff, Presiding Officers, Poll Clerks, Count Assistants and Assistants for the issue and opening of postal ballot papers.	<p>1 day off with pay per election, subject to business requirements and approval of manager</p> <p>Where the election runs over more than one day, i.e. polling on one day and count on the following day(s), paid leave will also apply.</p>	Headteacher
11. Volunteer Activities		

NOTE:

- **Special leave provisions cannot cover all eventualities, and there will undoubtedly be exceptional circumstances where it would be appropriate to grant special leave. Where this is the case, Headteachers should consult HR People Services to ensure consistency.**
- **Where leave is to be unpaid this must be confirmed in writing to the employee before any deduction from their wages takes place.**
- **Where special leave refers to family members or dependents, it is recognised that an employee may be estranged from their family and may instead have a chosen family/loved ones or close support networks where there is no legal or biological connection. In such circumstances the provisions of this policy apply as appropriate.**
- **For the purposes of this policy 'Dependent' is defined as: a spouse/partner (regardless of gender), a child/step child of the employee, a parent/step parent of the employee, a person who lives in the same household as the employee (excluding tenants, lodgers, live in employees e.g. nanny) or a person that reasonably relies on the employee for assistance.**

UNPAID PARENTAL LEAVE

- 4.11 Under the Maternity and Parental Leave etc Regulations there is an individual right for a parent to take unpaid time off work to look after a child or make arrangements for a child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments.
- 4.12 For an employee to be eligible all of the following must apply:
- (a) they have one year's service with the Council
 - (b) they are named on the child's birth or adoption certificate
 - (c) they have or expect to have parental responsibility
 - (d) they are not be a foster parent to the child (unless they've secured parental responsibility through the courts
 - (e) the child is under 18
- 4.13 The entitlement is for each child and is for 18 weeks unpaid leave up to their 18th birthday.
- 4.14 There is a limit of 4 weeks per year that can be taken and the leave must be taken as full weeks rather than days. However, where a child qualifies for Personal Independence Payments it may be taken as days.
- 4.15 A 'week' is defined as the time worked over a 7 day period, e.g. and employee who works 2.5 days a week will have 2.5 days unpaid leave and a week will come off their entitlement.
- 4.16 Unpaid parental leave can carry over from previous employment. However, an employee needs to have one year's service to apply for the leave. Previous

- Q3. An employee has had 15 working days special leave for the death of a partner but the funeral is not due to take place until after the 15 working day period, should they also get special leave for the day of the funeral?**

Yes, in situation where the funeral falls outside of the special leave period then the day of the funeral would also be classified as paid special leave.

Domestic/Dependant Suport/Compassionate Leave

- Q4. My child is unwell and has to be picked up from school would I get special leave?**

Yes, to collect the child from school and to arrange care for the following day where necessary.

- Q5. Is there a limit to the number of times employees are allowed to take Special Leave to make child care arrangements?**

This will depend on the circumstances of each case and therefore it is not possible to put a limit on the number of occasions. However, managers should note that the time is allowed to make alternative child care arrangements, not to look after the child. If the employee cannot make alternative arrangements and has to look after the child, then annual/ unpaid leave should be requested.

- Q6. Is special leave allowed to look after children when schools are closed due to bad weather?**

No, there is no provision in the Special Leave Scheme for this. There is a Severe Weather Conditions – Guidance Note available on the HR A to Z

- Q7. With regard to Special Leave for domestic emergencies, is there an entitlement of 2 days for each occasion?**

There is no automatic entitlement to Special Leave, and 2 days is the maximum amount that Managers may allow for an emergency. Managers should obtain details of each request and only allow time off appropriate to the occasion, e.g. some incidents may only require an hour to deal with the problem. Where appropriate the manager may agree to flexible working arrangements to assist the employee in dealing with the issue.

- Q8. Some employees seem to be requesting excessive amounts of Special Leave. What can Managers do about this?**

Managers are responsible for communicating that special Leave is not an entitlement and will therefore not automatically be approved. Managers should review and monitor all requests they receive for Special Leave to ensure there is consistency of scheme application. Where employees are found to be abusing the scheme this may be dealt with under the Discipline Policy and Procedure.

- Q9. My partner has had surgery and is immobile and at home. Support from family is in place but there are occasions where the family members are unable to assist. Is there anything that can assist me manage my working time and this situation?**

Subject to operational needs it may be possible for your manager to agree for the employee to reduce their working day in order to be at home in the morning to assist with morning routine and breakfast, and to visit home during the day to provide lunch and attend to personal needs.

- Q10. One of my team is abroad on annual leave and their child has been taken ill whilst abroad and will remain in hospital after the duration of the holiday period. Is the employee able to have special leave?**

Q18. Do the special leave arrangements for medical appointments apply to an employee who is transitioning?

Yes, the special leave provisions set out in the scheme apply to an employee who is transitioning. Equally, employees who are providing support to someone who is transitioning.

Other

Q19. Do I get special leave when I get married?

No, time off for weddings is not included in the Special Leave Scheme.

Q20. Do I get special leave when I move house?

No, there is no provision for this in the Special Leave Scheme

Q21. When a pet requires emergency treatment would I get special leave?

No, this is not covered by the Scheme.

Q22. Is special leave allowed for occasions where employees have to take time off to sort out repairs to cars or domestic problems, such as plumbing, electrical, washing machines etc.?

No there is no provision in the Special Leave Scheme for these types of situations.

Q23. Is special leave allowed for attending the graduation ceremonies of children or relatives?

No, there is no provision in the special leave scheme for this.

Q24. Is special leave allowed for attending personal graduation ceremonies?

Yes, a half a day may be approved for this purpose.

Q25. Is special leave allowed for working on elections run by other Local Authorities?

No, Special Leave only applies to Cardiff Council run elections.

Q26. Where count assistants for elections have to work from 10pm on Election Day until the early hours of the following morning – are they eligible for Special Leave the following day?

No, not normally - if employees apply to work on the count they are aware that they will be required to work late at night and often into the early hours of the morning .If, however, the count is not conclusive and they are required to attend a re-count during the next working day, Special Leave would be granted. With regard to shift workers who would normally be working on the evening the count takes place, Managers may approve Special Leave for the time they are away during their normal working hours.

Q27. Is special leave allowed for employees to attend court, for example in a custody hearing, or to support a relative?

No, with regard to attendance at court Special leave may only be granted for staff attending as jurors, and depending on the circumstances as witnesses.

Q28. What arrangements should be made when employees are called for Jury Service?

There is a guidance note on HR A-Z which provides information on Jury Service

Q30. I will be appearing on a reality TV show and would like to know if I could take the time off as unpaid leave.

- 6.5 Requests for sabbatical leave must be in writing and will be accepted from any employee with at least 26 weeks continuous service with the school.

KEY PRINCIPLES

- 6.6 As with all flexible working arrangements there is no automatic entitlement for employees to be granted sabbatical leave. All requests will be considered by head teachers on a business case basis and whilst the presumption is to allow employees as much flexibility as possible the need to maintain a quality education to pupils is paramount. Where requests cannot be supported, the head teacher will provide business case reasons to explain why that is the case and explore other options with the employee.
- 6.7 Sabbaticals will be approved on the basis that the employee will return to the same post or a similar post in the school, with no detriment in terms of grade, pay, benefits or conditions of service. The employee will retain continuity of service. However, the length of service will be paused.
- 6.8 The key elements of Sabbatical agreements include the following:
- The School must not incur additional costs and still be able to deliver an effective education to its pupils.
 - The employee's continuity of service and employment rights will pause whilst off.
 - The employee and head teacher sign up to a written agreement.
- 6.9 Employees who wish to undertake paid work whilst on sabbatical leave must consult their head teacher to ensure no conflict of interest exists. Employees who wish to take up posts within the Council should refer to the Secondment Policy and Procedure.
- 6.10 Employees on sickness leave will not normally be eligible for sabbatical leave. In general, an employee should have satisfactory health, (which also takes into consideration the Equality Act 2010), attendance and conduct records.
- 6.11 The decision to approve or not approve an employee's application for sabbatical leave rests with the employee's Headteacher in consultation with the Chair of Governors. Advice should be sought from HR People Services.

MONITORING AND REVIEW

- 6.12 The scheme will be monitored to provide the following information:
- the numbers of those applying for sabbatical leave
 - the reasons for wishing to take sabbatical leave
 - the number of applications accepted/ rejected

DEFINITIONS

- 6.13 Sabbatical Leave: A period of unpaid leave for absences of a minimum of 3 months to a maximum of 2 years. However, requests in excess of 2 years may be considered in exceptional circumstances. In such cases headteachers should consult HR People

6.21 The employee may terminate their contract of employment with the Council at any time by notifying the manager in writing and giving appropriate notice.

PENSIONS CONTRIBUTIONS

6.22 Pension contributions will cease whilst on Sabbatical leave. If the employee is a member of the Local Government Pension Scheme, within 30 days of returning to work the employee has the option to buy back lost pension. Further information can be obtained from www.lgpsmember.org. If the employee pays into the Teachers' Pensions Scheme they should seek further information from www.teacherspensions.co.uk

DISCIPLINARY WARNINGS

6.23 Any period of a disciplinary warning which is unspent at the time of the Sabbatical Leave will restart on the employees return to work.

PROFESSIONAL FEES

6.24 Where membership of a professional body is a mandatory requirement of the employee's profession; reimbursement of fees will be made in line with the [Procedure for Reimbursement of Professional Fees](#).

SECTION 7 – PROCEDURE FOR SABBATICAL LEAVE

7.1 Employees can apply on [DigiGOV](#) (for those with no access they must apply in writing to their Headteacher on the [Sabbatical Leave Request Form](#)). Applications should be made at least three months in advance of their proposed start, however, where the post is not backfilled a date can be mutually agreed, and (except in exceptional circumstances) the request will:

- Confirm the employee meets the criteria.
- Specify the reason for the sabbatical, the proposed commencement date and duration.
- State the reason for requesting Sabbatical leave , explain how the employee thinks the request could be accommodated by the school, include any potential benefits for the employee and/ or the school.

7.2 Requests for sabbatical leave will be considered on a business case basis. Reasons for requesting sabbatical leave may include but are not limited to the following:

- Personal and/ or professional development.
- Domestic reasons; e.g. childcare or caring responsibilities.
- Travel.
- Training/ Development.
- To follow a full time course of education.
- To take up public or voluntary services.
- Following the birth or adoption of a child.

- 7.12 In line with the principles of Keeping in Touch Days the Headteacher and employee can agree for the individual to undertake work activities up to 10 days per year. This may include attendance on training courses, meetings etc. This will be arranged by mutual agreement and where practicable. Whether the employee works for one hour or a whole day this will be counted as one Keeping in Touch day. The employee will receive pro rata remuneration for hours worked.
- 7.13 Employees on Sabbatical Leave will be eligible to apply for posts advertised during their period of leave. It is the responsibility of the employee to undertake to find out about suitable vacancies.

RETURNING TO WORK

Post

- 7.14 Employees will be entitled to return to work in the same or similar post within the School, with the same conditions and benefits, (taking into account any relevant pay rises or agreed changes). However, where a the Headteacher proposes to make changes to the role or restructure the team, the employee must be fully consulted.

Pay

- 7.15 Salaries of employees returning on sabbatical leave will be paused.

Continuity of Service

- 7.16 The employee's length of service will be paused. Service related terms of employment including annual leave entitlement and sickness benefits will not accrue throughout the leave period. However, due to the national terms and conditions of teachers where they return in September they may receive one increment if they had enough service in the last academic year that they worked.

REQUESTING TO CHANGE RETURN DATE

- 7.17 Employees who wish to request to return early must put their request in writing to their designated manager at the earliest opportunity. Whilst there can be no guarantee of an early return requests will be given sympathetic consideration, taking into account operational needs and reasons for the request.
- 7.18 Employees who wish to seek to extend their leave period should apply in writing to their Headteacher at the earliest opportunity and no later than 3 months before the agreed return date. The extension will be subject to the approval of the Governing Body. The maximum period of the sabbatical leave period must not exceed 2 years.

APPROPRIATE CHECKS

- 7.19 If necessary the school may need to renew the employee's Disclosure and Barring Service (DBS) clearance and / or attain a satisfactory medical assessment. Therefore the school reserves the right to obtain such clearances before the employee returns to work.

TRAINING AND/OR INDUCTION

- 7.20 Where appropriate, the Headteacher will determine the training and / or induction the employee is required to undertake to ensure an efficient smooth return to work. This

Eligh Rumney-Sterio		
DOB:	2-3-13	
Year Group:	6	
Date of Admission:	3-9-20	
Children's Services		
CLA	CASP	CP Register
Information Included		
One Page Profile		
Targets		
Supporting Distressed Behaviour Plan		
Health Plan		
Additional		

Archie Twigg		
DOB:	11-11-14	
Year Group:	4	
Date of Admission:	12-10-22	
Children's Services		
CLA	CASP	CP Register
Information Included		
One Page Profile		
Targets		
Supporting Distressed Behaviour Plan		
Health Plan		
Additional		