

This policy is effective in all Academies within the Learning without Limits Academy Trust and the Trust Central Team. Where the term 'Trust' is used in this policy, it covers all Academies and the Trust Offices.

Capability Policy	Sickness Absence Policy
Complaints Policy	Staff Behaviour Policy (Code of Conduct)
Disciplinary Procedures	Staff Expectations

Maternity, Paternity, Adoption, Parental
and Shared Parental Leave Policy

Introduction

9.2. Other bereavement leave and compassionate leave..... 7

xte5 (xtn)(e n)5...TJ.2n

13.2. Jury service 9

13.3. Voluntary public service 10

13.4. Time off for Work in the Community 10

13.5. Reserve forces duties 11

16.4. Extended leave (9TJ.2ne.9 (s)arne 5.... (s)n)Tj(...)

- [Employment Rights Act 1996](#)
 - [Employment: Statutory Code of Practice](#)
 - [Equality Act 2010](#)
- 5.4. This policy differentiates between leave of absence governed by statute and that over which some discretion may be exercised.
- 5.5. This policy complies with our funding agreement and articles of association.
- 6.1. The Trust recognises that it may not always be possible to request certain types of leave in advance, for example, bereavement leave, compassionate leave and leave in emergency situations. Where it is not possible to request leave in advance employees should contact their Principal/CEO as soon as possible to tell them the reason for the absence and the number of days leave that they anticipate being absent. Your Principal/CEO will then discuss the situation with you and agree next steps.
- 6.2. Employees should ensure that other than in emergency situations they make their request for leave in advance, to enable the Trust to consider the request carefully and to ensure that cover can be implemented where required.
- 6.3. Employees should make a request by completing a Request for Leave of Absence Form (example to be found at Appendix 1) and giving it to their Principal/CEO. The form will be completed and returned to you when a decision has been made. Please note that in all cases the decision to agree to a request will be at the absolute discretion of the Principal/CEO. Where a request is refused, the form will include written reasons for the refusal and if you are dissatisfied with the decision, you may make a complaint under our Grievance Policy.
- 6.4. Where it is possible to do so in advance or when you return to work after taking time off under this policy, we might ask you to provide evidence for your reasons for taking the time off.
- 7.1. In any academic year, up to a total of five days paid leave of absence may be granted for domestic reasons (urgent or otherwise). Governors/Trustees may agree to extend paid leave by a further 5 working days in exceptional cases. If a Governor/Trustee is unavailable to make a decision it will be referred to the CEO to resolve in a timely manner.
- 7.2. It is expected that those employees who have the option to choose when to take their leave, will use their annual leave entitlement and/or arrange leave in school closure periods, before making a request for domestic reasons.
- 7.3. Leave to be granted under this provision may include the following, but your Principal/CEO will consider each set of circumstances on the facts, including the nature of the request, the relationship of the employee to the person the request relates to where applicable and whether the event or incident is an exceptional circumstance that could not be arranged outside of normal working hours:

•

- 9.1.5. Any parental bereavement leave taken after the initial period will be subject to at least 1 weeks' notice to the employer.
- 9.1.6. Entitlement to maternity leave and pay is not affected if a child has died or been stillborn. Maternity leave can be taken in addition to parental bereavement leave.

- 9.2.1. Up to 5 days paid bereavement leave may be granted to help employees cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.
- 9.2.2. Up to 5 days paid compassionate leave may be granted to help employees where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill. This does not apply in the case of domestic emergencies, or where normal caring arrangements have been disrupted. We will consider compassionate leave for other traumatic events or difficult personal circumstances on an individual case by case basis.
- 9.2.3. Up to 5 days unpaid bereavement leave or compassionate leave may be granted.
- 9.2.4. Bereavement leave and compassionate leave may be granted (p)-2.7 (8(s)-4(m)-6.4 (p)2.a (8(s)-4(m/T

- 10.4. Under the Equality Act 2010, it is unlawful for an employer to treat a disabled employee less favourably for a reason related to their disability without justification. An employer also has a duty to make “reasonable adjustments” to prevent an employee from being placed at a substantial disadvantage. Rehabilitation, assessment, treatment or counselling are examples of possible reasonable adjustments allowed during working hours. Some employees may need to take time off for such appointments at regular intervals, for example, every few weeks, every few months or each year. These absences should be relatively easy to manage, given that they can be planned with the employee beforehand.
- 10.5. In the case of Counselling appointments, because of the confidentiality involved an individual may feel more comfortable advising a colleague/Line Manager/Academy Operations Manager of the need for them to attend such an appointment during working hours. In such cases, the colleague/Line Manager/Academy Operations Manager would contact the Principal/CEO to advise of the need for paid leave and the timing of this but would not disclose the nature of the appointment.
- 10.6. Employees who donate blood or other medical tissue will be allowed to do so during normal working hours. Prior permission for absence should be obtained in the same way as for medical appointments.
- 10.7. Requests for time off for medical appointments in relation to adoption, pregnancy or a disability will be considered under the relevant Trust policy that covers these circumstances. Policies can be found in the policy section of the [LwLAT website](#).

- 11.1. Employees who are planning to undergo any form of assisted reproduction or require any treatment or other medical intervention to support fertility should share with their Principal/CEO their treatment plan in terms of their requirements for time off. Whether it is you, your partner or a surrogate undergoing treatment we will consider ways to support you to attend appointments to undergo treatment or to support, in the same way as any other medical appointments.
- 11.2. Whilst we understand appointments for such treatments are often made at short notice and can be frequent and on consecutive days, as much notice as possible regarding the arrangements for the time off should be made.
- 11.3. We recognise that such treatment can be physically, emotionally, and financially stressful and encourage you to discuss these matters and be as open as possible so that appropriate support can be offered to you in the workplace, whilst you are undergoing treatment. This could include, but is not limited to, the provision of a fridge for storing medication, workplace adjustments, or a quiet space to take medication or take/make medical calls.
- 11.4. All discussions will be treated sensitively and in strict confidence.
- 11.5. For those receiving treatment we will grant paid leave to attend up to 5 of appointments in any 12-month period.
- 11.6. Leave will be pro-rated for part-time employees.

- 11.7. If you need any additional time off above the paid time off this may be granted as unpaid leave, it is therefore important to discuss your treatment plan with a suitable member of staff, for example your Line Manager, Academy Operations Manager or Principal/CEO.
- 11.8. Any additional time may be paid or unpaid, depending on the circumstances.
- 11.9. Where an employee is not undergoing treatment themselves but supporting someone receiving treatment, either their partner or surrogate, they will be granted up to 5 days paid leave to attend appointments.
- 11.10. Leave will be pro-rated for part-time employees.
- 11.11. Wherever possible appointments should be arranged outside of normal working hours. Specifically, where appointments relate to investigations (r)11 (m)-6.en noieH2.64 ((4.9 ()10.6 (en)2.3 n)13

- 13.2.3. The Trust is not required to pay employees while they are absent on jury service. However, we pay normal pay to employees who are doing jury service, less any amounts you can claim from the court for lost earnings.

fall on the Trust

17.6. Union members have a right to reasonable unpaid time off when taking part in trade union activities.

17.7. Employees should be aware that there will be occasions where, for operational reasons, or where the Trust believe the time off to not be reasonable, requests can be declined. Each application for time off will be assessed on its merits and the determination will ultimately depend on the needs of the Trust at the time of the request and consideration will be given to:

- the nature and timing of the request
- the amount of time off previously granted or planned for the future
- the number of representatives or members seeking time off within a given period
- the legitimate need of the union representative or union learning representative to discharge their functions

17.8. If a union representative, union learning representative or union member is aggrieved by a decision to refuse time off to undertake their duties, training or activities, they should raise the matter in accordance with the Trust's Grievance Policy.

17.9.1. Employees with a right to reasonable unpaid time off when taking part in trade union activities. [Redacted]

the employee is a learning representative of the trade union and that the representative is, or will be, sufficiently trained to carry out the learning representative duties. The purpose of a learning representative includes arranging training, promoting the value of training and analysing training needs

- 17.12.1. Employees that are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the Trust.
 - 17.12.2. The Principal/CEO will meet with the employee to discuss their union role and the amount of time and facilities that the Trust believes to be reasonable to enable the employee to carry out their union duties.
 - 17.12.3. When making a request for time off the employee should provide as much notice as possible and confirm the location, timing, duration and purpose of the time off. The Principal/CEO will look at each request and the circumstances before deciding what is reasonable.
 - 17.12.4. Both parties accept the need to be flexible within this process and recognise their duties and obligations to the Trust. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and learning at the Trust. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.
-
- 17.13.1. Employees who want to request time off for trade union activities during working hours should make a request to their Principal/CEO giving as much notice as possible and confirm the location, timing, duration and purpose of the time off. The Principal/CEO will look at each request and the circumstances before deciding what is reasonable.
-
- 18.1. The Trust recognise that employees may face difficulties travelling to and from the workplace during severe weather conditions or when there are major disruptions to public transport (this is not in circumstances of a high volume of traffic or normal disruption to public transport). If your normal mode of transport cannot be used to get to work, you should explore alternative means of safe transport.
 - 18.2. Although the Trust expect you to make a reasonable effort to attend work in all circumstances, it is not our intention for you to put yourself at unnecessary risk. However, at the same time we must also ensure that any disruption remains minimal.

Manager/Principal/CEO, as per normal reporting procedures, as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.

18.3.2. If the lateness amounts to half your normal working day or more, the arrangements set out below in relation to absence will apply.

18.4.1. Where your Principal/CEO, as per normal reporting procedures, as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.

- 19.1. Through the application of this policy, the Trust may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Records will be kept in accordance with our Staff Privacy Notice, our Data Retention Policy and in line with the requirements of the Data Protection Legislation.
- 20.1. Any leave taken under this policy must be used only for the purpose for which it was requested. Failure to comply with any aspect of the policy may be dealt with under the Trust's Disciplinary Procedure and could result in disciplinary action, up to and including dismissal.
- 21.1. This policy is reviewed annually by Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

In line with Trust Absence policies all employees must submit a formal request for approval in advance of any leave. A separate form must be submitted for each request.

All requests are considered based on existing leave requests received from all employees, work commitments and minimum staffing levels required.

Please return the completed form to your Line Manager/Principal/CEO for approval.

Type of leave requested:

Annual Leave

Medical Appointment*

Personal/Other *

* Reason for request: _____

* Evidence for request: _____

Date(s) of leave requested: _____

Total number of workings days is: _____

Signed: _____ Date of request: _____

Above leave request approved? Yes

No

Above leave paid or unpaid: Paid

Unpaid

Reason for decline of leave request: _____

Evidence of medical appointment/reason seen? Yes

No

Signed: _____ Approval Date: _____

Name: _____ Position: _____

Number of days annual leave taken this year, if applicable: _____

Number of days annual leave remaining this year, if applicable: _____

Number of other days absence this year Medical: _____ Other: _____

Once completed, this form should be retained by the Trust/Academy and a copy returned to the member of staff for their records