Leave of Absence Procedure

Model procedure for community, voluntary controlled, community special and maintained schools

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1.1	July 2009	Original procedure	
2.0	July 2014	Revised in line with legislation changes.	
3.0	September 2014	Inserted father, partner, civil partners' right to unpaid leave to attend two antenatal visits from 1st October 2014	
4.0	April 2016	Changed entitlement to Parental Leave (children up to 18) in line with statute	
5.0	November 2020	Inserted Parental Bereavement Leave from 6th April 2020 and examples of medical screening.	RB

Related Documents

Reference	Title	Tier

West Berkshire Council

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1. Purpose

1.1. This document is an agreed model procedure which school governing bodies may choose to adopt. Where the model procedure is adopted, the governing body may wish to approve additional guidance after consultation with staff to meet the operational needs of the school.

1.2. The procedure sets out the approach which will be adopted by the Headteacher and governing body to deal with requests for time off work during term time for school staff, and the circumstances in which paid leave and unpaid leave may be granted

1.3. Any additional guidance agreed for use in the school will be provided in writing to all relevant staff.

2. Applicability

2.1. The procedure applies to all employees working in the school.

2.2. Teachers and term time only support employees have contracts of employment which provide for annual holidays to be taken during school closures. There is therefore no contractual entitlement to time off during term time.

2.3. However, employees have an entitlement in law to time off work in certain circumstances, in some cases with pay. This procedure sets out these entitlements, including paternity leave, parental leave and time off for dependents.

2.4. It is also recognised that, from time to time, the school may agree to grant individual employees time off (paid or unpaid) during term time for a variety of reasons. Such time off may be granted on request and at the discretion of the employer, under the terms of this procedure.

2.5. This procedure does not include the following, which are covered by other procedures;

- Maternity leave
- Adoption leave
- Shared Parental Leave
- Sick leave

3. Roles and Responsibilities

3.1. The Headteacher is responsible for considering requests for time off during term time under the terms of this procedure, although the Headteacher may choose to delegate this to line managers.

3.2. The Headteacher is responsible for ensuring that decisions about time off during term time are made fairly and consistently, taking into account all the relevant information.

3.3. Any decision regarding time off should be communicated to the employee as soon as possible.

3.4. A nominated person within the school is responsible for notifying payroll of any leave granted without pay or where pay will be affected (e.g. jury service). The

school must also keep a local record of decisions (including where requests are denied).

3.5. Employees are responsible for ensuring requests for leave are made in accordance with the procedure set out below.

4. Procedure

4.1. Requests for additional leave/time off may be made orally or in writing. In circumstances where the request should be made in writing, this is stated in the relevant sections below.

4.2. A model **Paternity/Maternity Support Leave Application Form** and model **Request for Leave of Absence Form** are attached as appendices which Headteachers/ Line Managers may ask employees to use.

4.3. In some circumstances, it may be appropriate for the Headteacher to seek supporting information/documentation when considering a request for time off in term time – e.g. certification from a doctor that the employee is required to care for an ill relative/dependant.

4.4. Entitlements will usually be pro rata for part-time staff e.g. 18 weeks parental leave will be 18 working weeks for a part-time member of staff. Where allowances are stated in days these will also usually be adjusted pro rata for part-time staff e.g. an employee working three days per week would normally be entitled to 3 days compassionate leave.

4.5. Where an annual entitlement is given, schools can choose to keep records based on academic year or calendar year.

4.6. Time off must be approved by the Headteacher before it is taken, unless impractical to do so. In cases of compassionate need or domestic emergencies, requests to take leave may have to be made at very short notice, or even after the event.

4.7. Where time off will be unpaid, and can be planned in advance, employees should use the form at appendix D to request this leave and the school must inform the employee that the leave will be unpaid; this can be done by returning a completed copy of the form to the employee.

4.8. Any additional time off outside this procedure can only be granted at the discretion of the Headteacher, in consultation with the chair of governors where necessary.

5. Parental leave

5.1. Employees are entitled to up to **18 weeks unpaid leave** for each qualifying child.

5.2. Parental leave is a statutory entitlement and is available for the purposes of caring for a child up to the age of 18.

5.3. To be eligible, the employee must have parental responsibility under the law for the child and have completed one year's service at the time they want to take the leave.

5.4. Parental leave may be taken in blocks or multiples of a week (where an employee take a part week it will count as taking a whole week of their 18 week entitlement).

Up to 4 weeks leave may be taken per child during a particular year. Years are counted as beginning from the date upon which the employee becomes entitled to parental leave.

5.5. Where an employee's child has been awarded disability living allowance or personal independence payment leave may be taken one day at a time or in blocks or multiples of a day. The employee's 18 week entitlement will be reduced by the actual number of days taken.

5.6. Each parent has a separate entitlement to parental leave from his/her job. However the leave is not transferrable; i.e. the mother cannot take the father's leave and vice versa.

5.7. The employee must submit a request in writing to the Headteacher, giving at least 21 days' notice before the day on which he/she proposes to start the leave. The request should specify when the period of parental leave is to begin and end. The Headteacher will make every effort to avoid postponing the parental leave. If the parental leave would cause serious disruption to the school, the Headteacher can postpone it for up to 6 months. Where the leave needs to be postponed, the Headteacher must consult with the employee within 7 days of the request, stating the reason for the postponement and confirming the new start and end date.

5.8. Where an expectant father intends to take parental leave immediately after childbirth, notice should be given 21 days before the expected week of childbirth. Where an adoptive parent intends to take parental leave immediately following placement, notice should be given at least 21 days before the expected date of placement, or as soon as reasonably practicable. The Headteacher cannot postpone leave where the employee intends to take it immediately after the child is born or placed with them for adoption.

5.9. Employees returning from parental leave will have the same right of return as employees on maternity leave (see Maternity Leave Guidance).

5.10. All of the parental leave will count as a period of continuous service and all contractual benefits such as holiday entitlements remain unchanged throughout the parental leave period, with the exception of remuneration.

5.11. Employees who fall sick whilst on parental leave will be entitled to occupational sick pay in respect of any period of sickness and, on the provision of a doctor's note, will be able to take sick leave rather than parental leave.

6. Compassionate leave

6.1. Compassionate leave may be granted to all employees, regardless of length of service.

6.2. Compassionate leave will normally be granted by the Headteacher, although the Headteacher may choose to delegate authorisation for granting some compassionate leave requests (e.g. attendance at funerals) to the relevant line manager.

6.3. There are no rigid criteria for compassionate leave but reasons may include:

- A personal crisis (e.g. serious damage to home due to flood, fire or storm, breakdown of marriage or long term relationship)
- Attendance at the funeral of a close family relative*, work colleague or close personal friend
- A serious emergency involving a close relative* or partner

*A close relative is normally defined as a grandparent, parent, child or sibling, either of the employee's family or employee's partner's family. However, this will depend on the individual circumstances. For example, an employee may have a particularly strong connection to an uncle/aunt, in which case the Headteacher/ Line Manager should take a view as to whether compassionate leave should apply.

6.4. Employees who experience the death of their child have a legal entitlement to two weeks' Parental Bereavement Leave (see section below).

6.5. Non-serious domestic matters, such as the washing machine breaking down, or a pet requiring a routine visit to the vet would not qualify for compassionate leave. In such circumstances, the employee should apply for unpaid leave. Time off to deal with minor illness/injury of a dependant, or an unexpected disruption to the care of a dependant, is covered in 'Time off for Dependants' below.

6.6. Compassionate leave will not normally exceed a total of **five days paid leave** in any one year. Only in exceptional circumstances, such as the death or serious illness of a partner or dependant, will this total be extended, at the discretion of the Headteacher in consultation with the Chair of Governors. Alternatively, additional leave may be granted as unpaid leave.

6.7. The employee must notify the Headteacher (or his/her manager) as soon as possible of the reason for the absence, or a need to leave the workplace if they are already at work. The employee should inform his/her manager how much leave they expect to take.

7. Parental Bereavement Leave

7.1. All employees have a statutory right to take **two weeks' paid** Parental Bereavement Leave if they suffer the death of a child for whom they are a primary carer, from 6th April 2020. This includes the loss of a baby who is stillborn after 24 weeks of pregnancy. Employees who are adoptive or foster parents, fostering to adopt or legal guardians of a child who dies will also be entitled to Parental Bereavement Leave.

7.2. Parental Bereavement Leave may be taken in blocks of a week at a time.

7.3. The leave can be taken either immediately after the bereavement occurs, or at any time up to 56 weeks after the death. This allows flexibility for staff to take the leave in a way which is best for them e.g. leave could be taken around the anniversary of the loss of the child.

7.4. Parental Bereavement Leave will be granted at full pay.

7.5. Parental Bereavement Leave is additional to other leave entitlements e.g. maternity leave, ordinary paternity leave, maternity support leave, sick leave, adoption leave or parental leave, which could also apply depending on the circumstances for the

employee. Paid compassionate leave would not usually also be taken where Parental Bereavement Leave applies but additional compassionate leave may be granted as unpaid leave.

7.6. The Parental Bereavement Leave Application Form is an appendix to this policy.

8. Time off for dependants

8.1. All employees have the statutory right to take a **reasonable period** of **unpaid** time off work to take action that is necessary to:

- to provide assistance where a dependent falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is ill or injured
- in consequence of the death of a dependant
- because of unexpected disruption or termination of arrangements for the care of a dependant (for example a child minder or nurse/home carer failing to turn up)
- to deal with an incident involving a child of the employee that occurs unexpectedly during a period when the child is attending school

Note: compassionate leave may apply in cases where there is a serious emergency – e.g. accident requiring admission to hospital, or following the death of a dependant.

8.2. In relation to time off for dependants, a dependant is classed as:

- The employee's spouse or civil partner, child or parent
- Any person who lives in the same household as the employee, but this does not include those living there as an employee, tenant, lodger or boarder
- Any other person who would reasonably rely on the employee for assistance if he or she falls ill, is injured or assaulted or who would rely on the employee to make arrangements for the provision of care in the event of injury or illness
- In relation to the disruption of care; any other person who reasonably relies on the employee to make arrangements for the provision of care

8.3. The employee must notify the Headteacher as soon as possible of the reason for the absence or a need to leave the workplace. The employee should inform the Headteacher how long they anticipate being away.

8.4. There is no set limit to the amount of time off that can be taken. However, the purpose of the leave is to enable the employee to deal with the immediate issue, and to put in place longer term arrangements, if required. The leave will therefore not normally extend beyond one or two days.

8.5. There is no statutory entitlement to payment for this time off. However there may be exceptional circumstances where the Headteacher considers paid time off is appropriate (see section 6 Compassionate Leave).

9. Maternity support leave

9.1. **Five days paid leave** (pro rata for part time employees) will be given to a **support employee** who is the nominated carer of an expectant mother, at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide the principal support to the mother at this time. This includes fathers and partners who take on this role.

9.2. Maternity Support Leave may not be taken by an employee of the school who is not the father or partner if the mother is being supported by a partner taking paternity leave at or around the time of the birth.

9.3. Employees who are the partner of the mother (including same sex partners) may also be eligible to apply for statutory Ordinary Paternity Leave (see below). The employee can take either Maternity Support Leave (MSL) or Ordinary Paternity Leave (OPL); the entitlements to pay cannot be added together. However, it is possible to have one week MSL followed by one week OPL if entitled to both.

9.4. Maternity Support leave for fathers/partners may be extended to teachers at the discretion of the Headteacher.

9.5. A model **Paternity/Maternity Support Leave Application Form** is available for schools as an appendix to this policy.

10. Ordinary Paternity Leave

10.1. On the birth of his/her partner's child or the placement with his/her partner of a child for adoption, an employee has the right to take a **single period of one or two week's paternity leave**. (Note: the employee may also qualify for Additional Paternity Leave and Additional Paternity Pay; see the Additional Paternity Leave and Pay Procedure for further details.) This statutory entitlement includes same sex partners.

10.2. To qualify, the employee should have 26 weeks continuous service by the 15th week before the expected week of childbirth, or 26 weeks service by the week in which the employee's partner is notified he/she is matched with a child for adoption, or the date the child enters the UK if adopting from abroad.

10.3. Some fathers/partners may be entitled to take both Maternity Support Leave and Ordinary Paternity Leave (i.e. one week MSL followed by one week OPL). These fathers/partners should fully read both sections 8 and 9.

10.4. Statutory Paternity Pay is £151.20 per week (@ April 2020) or 90% of average earnings, whichever is the lower. The time off should be taken at, or around, the time of the birth or the placement but must end within 56 days of the baby being born. An employee should advise his/her manager at least 28 days before intending to start the paternity leave, though it is recognised the actual date of leave may change, for example in cases where an actual date of birth changes.

10.5. If the baby is stillborn after 24 weeks of pregnancy, the employee is still entitled to Ordinary Paternity Leave.

10.6. A model **Paternity/Maternity Support Leave Application Form** is available to schools as an appendix to this policy.

11. Time off to accompany a pregnant woman to antenatal appointments

11.1. An employee or agency worker with a qualifying relationship with a pregnant woman or her expected child (see definition at 10.5) has the right from 1st October 2014 to **unpaid** leave to accompany the woman to **a maximum of two** antenatal appointments.

11.2. Employees are entitled to take this leave from the first day of their employment; agency workers are required to have been doing the same kind of job for the same hirer for at least 12 weeks before being entitled.

11.3. On each of those occasions the maximum time off during working hours to which the employee/agency worker is entitled is six and a half hours. The time taken can include travel to and from the appointment, waiting time and attendance at the appointment.

11.4. The appointment must be made on the advice of a registered medical practitioner, a registered midwife or registered nurse.

11.5. To have a qualifying relationship with a pregnant woman or her expected child the employee must be either:

- The spouse of the expectant woman, her civil partner, or her partner, including same sex partners, in an enduring relationship
- The father of the expected child
- The intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of the expected child

11.6. In order to take this time the employee must give the Headteacher written confirmation that:

- He/she has a qualifying relationship with a pregnant woman or her expected child
- That he/she is taking time off to accompany the woman when she attends an antenatal appointment
- That the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse
- The date and time of the appointment

11.7. A request form for this purpose is available from SLA online.

11.8. Headteachers must ensure that payroll is informed of the number of hours of unpaid leave that the employee has taken. This can be done using the notification form.

12. Preparation for adoption

12.1. For children placed for adoption on or after 5th April 2015, the primary adopter's partner (where his or her partner is adopting the child jointly) may take unpaid time off during working hours to attend up to two appointments to prepare for adoption. Up to 6.5 hours may be taken off on each occasion.

12.2. Entitlement, confirmation and notification requirements are as for antenatal appointments in paragraph 11 above.

13. Time off for doctor, dentist or hospital visits

13.1. Employees are expected to arrange dental and medical appointments at either end of the working day, wherever possible or during lunch breaks.

13.2. In exceptional circumstances the Headteacher may grant paid leave of absence to attend specialist hospital or doctor's appointments. Leave could be granted for some or all of the appointments, depending on the circumstances of the case. This time will not be regarded as sickness absence and the school will record the absence as authorised absence/special leave

13.3. Circumstances in which 13.2 might apply include where the employee has an on-going or chronic condition and either long courses of treatment are involved or the employee is required to see a specialist consultant, and it is difficult for the employee to make the appointment(s) outside of working hours.

14. Time off for IVF treatment

14.1. Headteachers may authorise up to **five days paid leave** in total for employees undergoing IVF treatment and should record the absence as authorised absence/special leave.

15. Medical screening

15.1. **Reasonable time off**, will be given for the purposes of appropriate medical screening. This will not be regarded as sickness absence and the school should record the absence as authorised/special leave. Examples of medical screening include regular cancer screening such as mammograms, smears, prostate screening, periodic screening following treatment for cancer, annual diabetes check-ups and screening to establish whether an employee has cancer (please note this list is not exhaustive).

16. Blood donation

16.1. **Reasonable time off with pay** will be given for the purposes of blood donation, provided adequate notice has been given to the Headteacher. The school should record the absence as authorised absence/special leave.

17. Time off for religious observance

17.1. Requests for time off for religious observance should be considered sympathetically and accommodated wherever possible, although extended absences (in excess of two weeks) will need to be balanced with the operational needs of the school.

17.2. Time off for religious observance should be taken as **unpaid leave** and authorised by the Headteacher/line manager.

18. Members of the Reserve Forces

18.1. Volunteer reserve forces consists of the Royal Naval Reserves, the Territorial Army and the Reserve Air Forces. In addition, there are High Readiness Reserves who

have specific skills which the armed forces must have access to and can deploy within seven days' notice.

18.2. An employee who works more than two days per week and who wishes to volunteer for high readiness status must obtain the written consent of the Headteacher and this agreement must be renewed annually.

18.3. Employees who serve in a volunteer reserve force should also inform the Headteacher. The Ministry of Defence will arrange for the employer to be notified and will follow this up annually to ensure the information held by the MoD is accurate.

18.4. In most cases, time off must be granted to the employee if he/she is called up to carry out his/her military duties. The period of call up can be up to one year in every three years. In exceptional cases, it may be possible to obtain an exemption if the absence of the employee will cause serious disruption to the school. Such an application must be made within seven days of the reservist being service with a mobilisation notice.

18.5. Reservists will receive pay from the Services so the school will not pay the employee during their absence during military service. The school must ensure Payroll is informed when the employee commences military service, so that the salary payments can be stopped.

18.6. The period of absence will count for continuous service and the employee has the right to return to his/her job on demobilisation, or to be offered suitable alternative work if his/her old role is not available.

18.7. The employee is entitled to remain in the occupational pension scheme during his/her absence and the MoD will pay the employer contributions, provided the employee continues to pay the employee contributions.

18.8. Employers are also entitled to claim an 'employers award' in respect of replacement costs incurred during the period of call-out that exceed the reservists earnings, subject to a cap of £110 per day.

18.9. If a reservist is required to undertake training and it is not practicable for the training to take place in the school holidays, the Headteacher in consultation with the chair of the governors may authorise **paid leave of up to a maximum of two weeks per year** for this purpose. The employee should provide the Headteacher with a minimum of 28 days' notice. The school can claim from the MoD the costs associated with the employee undertaking training.

18.10. Further information is available on the GOV.UK website: https://www.gov.uk/government/groups/defence-relationship-management#rights-and-responsibilities-for-employers-and-reservists

19. Attendance at court as a witness

19.1. An employee receiving a summons to appear as a witness must report the fact to the Headteacher as soon as possible. Paid time off from work will be given as necessary.

19.2. In the event of the employee not being required to appear on a particular day, the employee must report for work if more than four hours of the working day remains available.

19.3. An employee attending court as a witness should receive from the court forms to claim for earnings .The forms should be passed to Payroll for completion. The employee should then advise Payroll how much he/she expects to receive from the court. Payroll will then deduct an equivalent amount from a subsequent salary payment.

19.4. If a part time employee undertakes witness duty on a day when he/she would normally not be working, the payment from the court for this day would not need to be deducted from the salary payment.

20. Jury duty

20.1. An employee receiving a summons to serve on a jury must report this to his/her line manager as soon as possible.

20.2. **Paid leave** of absence will be granted for jury service.

20.3. In the event of the employee not being required to serve on a particular day, the employee must report to work if more than four hours of the working day remains available.

20.4. An employee serving as a juror must claim the allowance for loss of earnings to which they are entitled under the Jurors' Allowance regulations currently in force.

20.5. The employee must inform Payroll of the allowance received so that an equivalent amount can be deducted from the employee's pay.

21. Public duties

21.1. Under the Employment Rights Act 1996, employees are entitled to a reasonable amount of time off work to carry out certain public duties.

21.2. Recognised public duties include:

- Justice of the Peace
- Member of a local authority
- Member of a school governing body, or governing body of a further or higher education corporation
- Member of any statutory tribunal
- Member of any police, health, water or environmental authority/agency

21.3. The Headteacher may grant up to 10 days paid leave per annum (pro-rata for part time staff) subject to operational requirements. Employees who wish to take up the entitlement to leave must inform the Headteacher of their public duty appointment.

21.4. Where an allowance is claimable for loss of earnings the employee should claim this and inform the school, so that the school can arrange for the amount to be deducted from the employee's salary.

21.5. Time off must be agreed in advance with the Headteacher and the employee must provide adequate notice. Additional time off may be granted if considered by the Headteacher to be reasonable, but his should be taken as unpaid leave. Where unpaid leave is granted, the Headteacher must ensure that payroll has been informed.

22. Time off for trade union duties

22.1. Employees who are trade union representatives of recognised unions have the right to **paid time off to undertake their union duties**.

22.2. In addition, employees who are trade union representatives have the right to **paid time off to receive training** to help them carry out their trade union duties.

22.3. Trade union representatives will be expected to arrange these duties so as to cause minimum interference to the school and should ensure that the Headteacher is informed of the need for the absence as far in advance as possible.

23. Time off to attend interviews

23.1. At the discretion of the Headteacher paid time off may be granted for attending job interviews, up to a maximum of three days per annum (pro rata for part-time staff).

23.2. Where the Headteacher determines leave should be without pay, the Headteacher must ensure Payroll is informed.

24. Time off to attend a graduation or wedding

24.1. At the discretion of the Headteacher, paid time off may be granted for attending the wedding of a close relative or close friend, or the graduation ceremony of a child or partner, up to a maximum of two days per annum.

24.2. Where the Headteacher determines leave should be without pay, the Headteacher must ensure that Payroll is informed.

25. Time off to move house

25.1. At the discretion of the Headteacher, paid time off may be granted for the purposes of moving house, up to a maximum of two days.

25.2. Where the Headteacher determines leave should be without pay, the Headteacher must ensure that Payroll is informed.

26. Inability to get to a normal place of work/emergency school closure

26.1. In the event of disruption to normal travel to work arrangements, for example, because of exceptionally poor weather conditions, employees should make every effort to get to school where it is safe to do so. This includes circumstances where the school may be closed to pupils.

26.2. In some circumstances staff may be instructed to work from home (where the job role allows).

26.3. Where the Headteacher considers it was not safe for the employee to travel to school, or the Headteacher has instructed staff not to attend work, and it was not considered possible for an individual to work from home, time off with pay will be granted for the duration of the disturbance. Where the Headteacher considers leave should be unpaid, Payroll must be informed.

26.4. Where the school is unexpectedly closed for some other reason (e.g. flooding, fire, breakdown of essential equipment). Staff will be expected to work from home, where the job role allows. Where this is not considered possible by the Headteacher, employees will be granted leave with pay for the duration of the disturbance or until alternative arrangements are put in place.

Appendix A - Summary table

Type of Leave	Paid / unpaid	Number of Days	Authorised by
Parental Leave	Unpaid	Up to 18 weeks per child	Headteacher
Compassionate Leave	Paid	Up to 5 days (pro rata for part time) – can be extended	Headteacher (if extended Headteacher in consultation with the Chair of Governors)
Parental Bereavement Leave	Paid	Two weeks	Headteacher
Time off for Dependants	Unpaid *(or annual leave)*	Usually up to 2 days per occasion	Headteacher
Maternity Support Leave	Paid	Up to 5 days (pro rata for part time)	Headteacher
Ordinary Paternity Leave	Paid (*see procedure for details, as not all at full pay)*	Up to 2 weeks	Headteacher
Hospital, Doctor, Dentist visits	Unpaid in most circumstances	As reasonably required	Headteacher
IVF Treatment	Paid	Up to 5 days in total (pro rata for part-time staff)	Headteacher
Medical Screening	Paid	As reasonably required	Headteacher
Blood Donation	Paid	As reasonable	Headteacher
Religious Observance	Unpaid *(or annual leave, flex leave)*	As reasonable	Headteacher/line manager
Reserve Forces	Mobilisation = unpaid (*though Reservist paid by Services)* Training = paid	Mobilisation = as required Training = 2 weeks per annum	Mobilisation = Headteacher to be informed Training+ Headteacher in consultation with the Chair of the Governors
Witness/Jury Duty	Paid	As necessary	Headteacher to be informed
Public Duties	Paid	Up to 10 days per annum (pro rata for part timers)	Headteacher
Union Duties	Paid	As reasonably required	Inform Headteacher
Graduation	Paid/unpaid	2 days max. per annum	Headteacher
Moving home	Paid/unpaid	2 days max. per annum	Headteacher
Attend interviews	Paid/unpaid	3 days max. per annum	Headteacher
Inability to get to work/school closure	Paid	As reasonable in the circumstances (required to work at home where possible.)	Headteacher
To accompany a pregnant woman to an antenatal	Unpaid	A maximum of two appointments, up to six	Headteacher

appointment (fathers, partners and intended surrogate parents)		and a half hours per appointment	
Preparation for adoption	Unpaid	Up to two appointments of up to 6.5 hours appointment.	Headteacher

Appendix B - Paternity/Maternity Support Leave Application Form

Fathers and partners are entitled to take **one or two weeks leave** (Maternity Support Leave (MSL) and/or Ordinary Paternity Leave (OPL)) at or around the time of birth or adoption of a child. MSL only applies to birth.

Maternity Support Leave (a week on full pay) for fathers and partners **only applies to support employees**. This may be extended to teachers at the discretion of the headteacher.

Support employees who are not the father or partner may also be entitled to take a week's Maternity Support Leave if they are the nominated carer for a pregnant women around the time of the birth.

All entitlements are subject to meeting the qualifying criteria *(see the Leave of Absence in Term Time Procedure for details).*

Where the employee is entitled to both MSL and OPL, the first week of leave will be at full pay, and the subsequent week will be at Statutory Paternity Pay (SPP - currently £136.78 per week at 1st February 2014). Otherwise, both weeks will be at SPP.

RETURN THIS FORM TO YOUR HEADTEACHER NO LATER THAN 28 DAYS BEFORE YOU INTEND TO COMMENCE YOUR PATERNITY/MATERNTITY SUPPORT LEAVE

Employee name:	Payroll reference:
School:	Headteacher:

I wish to apply to take leave as follows (please tick one):	
One week of Maternity Support Leave (full pay)	☐
One week of Maternity Support Leave (full pay) followed by one week of Ordinary Paternity Leave (SPP)	☐
One week of Ordinary Paternity Leave (SPP)	☐
Two weeks of Ordinary Paternity Leave (SPP)	☐
I expect my leave to commence on (date):	
Expected date of birth or adoption placement:	

I confirm that I am taking this time off to support the mother and/or care for the child; and (If applying for Maternity Support Leave and I am not the father/partner) I confirm that the mother is not being supported by a partner taking paternity leave.	
Signed	
Dated	
Signed Headteacher	

Note for headteacher: Please forward a copy of this form to Payroll, a copy to Human Resources and retain this form for your own records.

Please notify Payroll of any change to the date of the leave

Appendix C - Parental Bereavement leave Application Form

This form is to formally advise the employer that I am intending to take Parental Bereavement leave

Please complete and send this form to your manager/Headteacher, copied to Payroll. The information is necessary in order for WBC to reclaim funding from the HMRC.

Name:	
Job title:	Service area/school:
Home address:	

All employees have a right to take two weeks parental bereavement leave. For further details please refer to the Additional Leave Procedure.

Date of child's death or date of stillbirth: *(proof is not required)*	

Please indicate whether you intend to take one or two weeks leave:

One week	☐
Two week	☐

If you are taking two weeks, please indicate how you wish to take this leave below (select one option only):

I am going to take the two weeks at one time	☐
Start date:	End date:

I am going to take two separate weeks at separate times	☐
WEEK ONE Start date:	End date:
WEEK TWO Start date: *(if you do not yet know when this second week will be taken, please resend an amended version of the form at the time)*	End date:

I declare that I am eligible to receive Statutory Bereavement Pay:
(Check here - https://www.gov.uk/parental-bereavement-pay-leave/check-if-youre-eligible)

Signed (employee)		Date	

(Print, sign and scan before sending electronically to PayrollChanges@westberks.gov.uk)

Appendix D - Request for Leave of Absence Form

REQUEST FOR LEAVE OF ABSENCE (*time off in term time*)

Part A - *for completion by employee*

Name:	
Job Title:	**School:**

Type of Time Off Requested:

- ☐ Parental Leave
- ☐ Compassionate Leave
- ☐ Dependants Leave
- ☐ Reserve Forces
- ☐ IVF
- ☐ Medical Screening
- ☐ Blood donation
- ☐ Religious observance
- ☐ Witness Duty
- ☐ Jury Service
- ☐ Union duties
- ☐ Public duties
- ☐ Other (please detail)

(Please note there is a separate form for requesting Paternity or Maternity Support Leave)

Dates for requested time off:	From	To
Times of absence if part-day leave:	From	To
Actual number of working days absent:	days	
Reason for Request *(please give details of circumstances)*		
Signed:	Date:	

Part B - *for completion Headteacher (or line manager where applicable)*

☐ **Time off APPROVED**

- ☐ With Pay
- ☐ Without Pay (***Headteacher to inform payroll***)

☐ **Time off NOT APPROVED**

NAME *(in block capitals):* Signed:

DATE:

Date result conveyed to employee:

COMPLETED FORM TO BE HELD BY SCHOOL– WHERE LEAVE IS TO BE UNPAID, INFORM PAYROLL VIA THE SR1 REPORT