

LEAVE OF ABSENCE – GREEN FORMS

Having met with Union representatives I would like to put in place a procedure for sanctioning staff absence where a green form has been completed for the Headteacher to consider. The procedure follows County guidelines where leave of absence is requested, although some of the decisions made will be at the Headteacher's discretion.

Please note that other than Union business, Jury service or public duties the following procedures will apply.

Payment will usually be made for:

Paid Leave

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| Compassionate Leave | Up to 5 days |
| Moving House | 1 day |
| Funeral of close family | 1 day |
| Graduation ceremony of son/daughter | 1 day paid |
| Interview | 3 days per annum |
| Religious Festivals | Up to 2 days |
| Wedding of self or family member | 1 day |
| Visit to new post | 1 day |

Unpaid Leave

- Wedding of friend/colleague
- Where additional leave is required for a 'one-off' event e.g. visiting a relative/friend in distant parts
- Where compassionate leave is inappropriate e.g. attendance at funeral of distant relative/friend/colleague
- Assistance in caring for family/friend beyond that where paid compassionate leave is awarded
- Where time is needed to deal with domestic problems less severe than those warranting paid compassionate leave e.g. child sickness, unforeseen circumstances

The above lists are in no way exhaustive and any request for leave is considered at the Headteacher's discretion.

Before a request for absence is considered Geoff Craggs and Carol Whitehouse will check the dates required and inform the Head as to whether the cover situation for the dates involved allow for approval of the absence requested.

Request rejected: This will only take place where the absence of a member of staff would have an adverse impact on the teaching and learning of students.

