

# OLDHAM HULME GRAMMAR SCHOOL

## LEAVE POLICY

*This policy is applicable from EYFS to year 13*

### General Principles

This policy is designed to cover annual leave, TOIL and other forms of leave, except sick leave and parental leave which are covered by separate policies. The purpose of the policy is to:

- Set out a framework for how leave is managed within OHGS.
- To ensure all staff understand their responsibilities and entitlements in terms of leave
- To ensure that everyone is following defined procedures

### Annual leave

There are three categories of staff at OHGS that this policy covers:

- Teachers - full and part time
- Term time only or Term time plus support staff - full and part time
- Full year support staff - full and part time

The holiday year runs from 1 September to 31 August and all support staff are entitled to 37 days annual leave including public/bank holidays. Both annual leave and bank holiday leave are allocated on a pro rata basis for part time staff, and new staff joining during the calendar year will be given a pro rata allocation for annual leave for the remainder of that year.

Holidays are to be requested and approved by your line manager prior to any holiday arrangements being made, with as much notice as possible but a minimum notice period of the length of the holiday (ie at least a week's notice should be given for a one week holiday). Annual leave will generally be authorised on a first come first served basis, whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

Staff are expected to take their holiday entitlement within the year to which it relates. Annual holiday entitlement is designed to enable staff to perform at their peak level and to safeguard employee health and wellbeing. You may not carry forward any unused holiday entitlement to a subsequent holiday year except with the prior written approval of the Principal or Director of Finance and Operations. Pay in lieu of holiday days not taken will not be paid, other than in the event of termination of your employment and with the agreement of the Principal.

### Special Leave

Staff may be granted paid time off at the discretion of the Principal (for Teaching Staff) or the Director of Finance and Operations (for Support Staff), for the following reasons:

- Dentist/doctor/optician visits upon presentation of confirmation of appointment
- Study leave for examinations for an approved course of study
- Compassionate leave – to a maximum of five days in any one academic year
- Territorial Army Training - to a maximum of one week per year
- Jury service/court appearances as a witness (basic pay less any payments made by the court).

This list is not exhaustive and requests for special leave will be considered for reasons other than those set out above.

All requests for special leave must be made to the Principal or the Director of Finance and Operations through your Head of Department (Teaching Staff) or immediate supervisor (Support Staff).

An urgent temporary leave of absence, if requested, will not be unreasonably withheld but you may not absent yourself from work without the permission of your Head of Department or immediate superior.

Special leave may be authorised by the Principal or the Director of Finance and Operations and may be paid or unpaid leave according to the circumstances, or may be taken from your annual holiday allowance. There is no right to special leave.

## **Time off in lieu (TOIL)**

This is a summary and should be read alongside the School's [TOIL Policy and Overtime Procedure](#).

TOIL is defined as: "time off which you are allowed to take, instead of overtime pay, for hours worked beyond an employee's contracted hours". The School recognises that TOIL allows staff to respond flexibly to the needs of the organisation and will encourage staff to take leave for additional evening and weekend work. In order for TOIL to be managed appropriately, the organisation will adhere to the following principles:

- Staff should generally carry out their duties within their contracted hours
- TOIL is not a tool to be used to accrue time to enable extra days leave to be taken
- Employees should plan work in advance and any TOIL that is to be accrued must be agreed in advance with an employee's line manager
- TOIL should not result in changes to normal contracted hours or arrangements, such as a particular afternoon becoming a 'TOIL afternoon'

The following procedures should be followed regarding TOIL:

- Staff should agree in advance with their line manager any time to be worked outside of contracted hours and this should be for specific, rather than ad hoc, pieces of work
- Staff should not build up excessive amounts of TOIL, and will not generally accrue more than two working days of TOIL in any particular month, except in exceptional circumstances and with the prior consent of their line manager
- Staff may accrue TOIL if working longer than contracted hours when travelling to or from an event outside of the office. In these circumstances the employee's normal travelling time to and from work must be subtracted from the total travelling time
- Staff must obtain their line manager's approval before taking any TOIL, by emailing their line manager for authorisation.
- TOIL of a half or full day will be recorded by staff and line managers and shared with HR. Smaller amounts of TOIL can be taken on a less formal basis but with the agreement of both the employee and their line manager
- TOIL must be taken by the end of each academic year, otherwise it will be lost
- Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.

## **Compassionate Leave**

The School recognises that there are times in everyone's life when they are unable to come to work. This will generally be in the case of a close bereavement but sometimes may be for other reasons such as a health issue in a close family member, or a personal crisis such as a relationship breakdown. In such cases, the School will strive to be as supportive as possible whilst managing the operational needs of the organisation.

Staff who think they may be entitled to compassionate leave are encouraged to discuss their situation with either their line manager or the Principal (for teaching staff) or Director of Finance and Operations (for support staff) as soon as possible. All compassionate leave will be granted at the discretion of the Principal or Director of Finance and Operations in consultation with the employee's line manager.

## **Unpaid Leave**

Staff are generally expected to manage their holidays and other outside work commitments by drawing on their annual leave entitlement. However, if there is a situation where this isn't possible, then they may be able to take unpaid leave. Unpaid leave will be granted at the discretion of the Principal for teaching staff or the Director of Finance and Operations for support staff, in consultation with the employee's line manager.

## **Medical and dental appointments**

Medical or dental appointments should, where possible, be made outside of your normal working hours or at the beginning or end of the working day to minimise disruption. Where this isn't possible and therefore time off is required, staff are not generally expected to take annual leave to cover this however they must notify their line manager in advance and the time should be made up.

In the case of an elective medical procedure, it is generally expected that the member of staff will take annual leave and/or unpaid leave; to be discussed and agreed in consultation with their line manager and/or the Principal or Director of Finance and Operations.

### **Domestic Incident Leave**

You are entitled to unpaid leave from work to cover emergencies and unforeseen situations. The School recognises the following as constituting an emergency and/or unforeseen situation entitling you to a period of leave:

- the sudden injury or illness of a dependant
- when a dependant gives birth
- the unexpected cancellation of childcare arrangements
- the death of a dependant necessitating arrangements for and attendance at the funeral
- the unexpected breakdown in care arrangements for a dependant
- the birth of a child for whom you have parental responsibility.

Any request for leave for a reason not included above will be considered by the School.

Whenever practicable, you will be required to request the leave of absence from a Deputy Principal (Senior School teachers), a Head of School (N&I and Junior School teachers) or the Director of Finance and Operations (Support Staff) giving at least 1 day's notice in writing. Where this is not possible, you (or someone else on your behalf) should contact the Head of Finance and Support as soon as practically possible giving the reason for the absence and its likely duration. A copy of the endorsed letter approving the leave is to be provided to HR and kept on file.

Where the absence lasts for more than 1 day, you are expected to notify the School before 8.00 am on each working day until your return to work. The School would not expect the absence to last more than 1 or 2 working days. The School may require explanation and evidence justifying your request for leave.

### **Parental Leave**

If you have parental responsibility for a child born or adopted on or after 15 December 1994 and you have been continuously employed by the School for a year or more, you are entitled to a period of parental leave. Your entitlement to parental leave shall be no more than 13 weeks per child or 18 weeks for a disabled child and will lapse on the occurrence of either of the following:

The limit on how much parental leave each parent can take in a year is 4 weeks for each child. You must take parental leave as whole weeks (eg 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child is disabled. You don't have to take all the leave at once.

A 'week' equals the length of time an employee normally works over 7 days

To request parental leave you should complete the [Request for Parental Leave](#) form not less than 21 days before the leave period is required. Leave can only be taken as whole weeks and any fraction of a week will be treated as a whole week except where leave is required to care for a disabled child.

The School reserves the right to postpone any request for parental leave for up to 6 months if it is considered that the operation of the School would be unduly disrupted by the requested leave. In such circumstances you will be given notice of this within 7 days of your initial request for the leave. This paragraph will not apply in cases where the parental leave is requested from the day of the child's birth or adoption.

You may not take more than 4 weeks parental leave per child in any one calendar year.

The period of any leave under this policy will be unpaid.

For periods of leave of 4 weeks or less you can expect to return to the same position within the School that you were in prior to the leave period. However, for longer periods of leave, whilst every effort will be made to accommodate you in the same position, if this is not practicable a similar position on no less favourable terms and conditions will be

offered.

Your entitlement may be different where you take parental leave either immediately before or after another statutory leave period. You should contact HR for further information.

Unauthorised absence or abuse of this policy may constitute gross misconduct and disciplinary action may be taken against you.

**Staff Leave Policy reviewed: October 2022**

**Next Review Due: October 2024**