

Eastbrook School Requests for Special Leave



SPECIAL LEAVE	TEACHERS	SUPPORT STAFF
Serious illness or death of relatives and friends	Up to 5 working days with pay for the serious illness or death of a close relative or close friend (plus up to 10 days absence without pay in exceptional cases)	
<i>The serious illness of a close relative, friend or partner will be treated sympathetically but once the initial emergency is over and the person is hospitalised, staff should return to work.</i>		
<i>A near relative includes: parents, grandparents, parents in law, children, brother, sister, brother in law, sister in law, partner, son in law, daughter in law, grandchildren and someone who has an in loco parentis relationship with the member of staff)</i>		
Funeral of a colleague, relative or close friend	Up to one day paid time off. (Up to three days where the member of staff is making the arrangements)	
Care for Sick Dependants	Up to 5 working days leave in any 12 month period Discretionary leave may be granted with or without pay for subsequent absences A doctor's certificate, stating that the employee was required to be absent from work for the purpose of caring for her/his dependant must be produced.	
Nominated Carers Leave	Unpaid Leave may be taken anytime during the pregnancy and up to 52 weeks after the birth of the child. 1 week paid leave may be granted.	
Moving	1 day paid leave	
Wedding of near relative	1 day paid leave	
Specialist Medical Appointments	Emergency attendance is classified as sick leave. For planned hospital, dental or other appointments, there should be prior consultation with management to talk through the options for appointments to be arranged outside working hours. Special leave, with or without pay, may be considered to cover for emergency or specialist appointments for dependents.	
Leave to accompany a near relative to hospital	Up to one day paid (only where there is a need for the patient to be accompanied and no-one else could be reasonably expected to accompany them)	
Interviews	1 to 3 days paid leave Special leave, with or without pay, may be granted for subsequent days	
Religious Festivals	Up to 3 days leave in a calendar year (Jan - Dec) with one paid and up to two unpaid	
Jury Service	Paid leave with deduction for attendance allowance	
Public Duties	Paid leave will be granted to undertake duties associated with being a JP or member of a Local Authority. Special leave, with or without pay, may be granted to perform other public duties, for example, work as a school governor.	
Attendance at INSET	Paid leave to attend approved courses	
Attendance at conference	Paid leave to attend approved conference	

Special leave without pay may be requested for the following:

1. Attendance at funeral to support a partner or for a distant relative.
2. Attendance at a wedding of a friend or distant relative.
3. Attendance at a medical appointment which could be arranged out of school hours.
4. Extended school holiday to enable travel to or from overseas, or to meet personal need.

Reviewed October 2017