



An Daras Trust
Igniting Curiosity Growing Capabilities

An Daras Multi-Academy Trust

Staff Leave and Absence Suite of Policies

Including Paternity, Parental Bereavement Pay & Leave, Maternity and Adoption Policies

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

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An Daras Staff Leave and Absence Policy

Introduction

1. An Daras Trust recognises and values the contribution of each member of staff to the education of the children in the school. It recognises that employees will occasionally be absent from work for a variety of reasons including ill health, maternity/paternity etc, emergencies. Absence of any staff member employed in schools during term time means an impact on the children's education. Therefore, requests for absence to be taken during term time must be regarded ~~by all~~ as an exception.
2. This policy sets out details and entitlements for staff members in relation to absence. Part-time staff will have entitlement for leave from work reduced in proportion to the percentage of time they work (pro rata).
3. Staff will only be entitled to time off under this policy if, as soon as is reasonably practicable, they tell the Executive Head Teacher the reason for the absence and how long they expect to be away from work. If staff fail to notify us as required, they may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.
4. Where it is possible to do so in advance or when staff return to work after taking time off under this policy, we might ask them to provide evidence of the reasons for taking the time off for example a medical certificate. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.
5. Unauthorised absences will be dealt with under our Disciplinary Policy and absence due to sickness or injury will be dealt with under our Managing Sickness Absence Policy.

Approval for Leave

6. All staff will be required to follow the Trust procedures for requesting leave of absence and for reporting absence. Prior approval is needed for all authorised paid and unpaid absence from work.
7. Requests for paid or unpaid leave must be made in writing to the Executive Head Teacher with full reasons for the request. Requests by the Executive Head Teacher should go to the CEO or DCEO (if CEO unavailable). The request should be made as soon as it is known that it will be required, no less than one full week in advance of the proposed absence, except in exceptional or unforeseen circumstances.
8. The Local Governing Body and Board of Directors have given delegated authority to the Executive Head Teacher to approve leave of absence requests for up to 3 days. For anything greater the Executive Head Teacher must discuss each case with the CEO or Deputy CEO (If CEO unavailable).
9. Requests for leave of absence will be considered when taken into account:
 - The principles of this policy
 - The best interests of the children and the school,

- Treating staff in a fair, reasonable and consistent way,
- The terms and conditions of employment.

Holidays

10. Term time contracted staff, including teachers, are not permitted to take holiday leave during term time.
11. Year-round contracted staff are permitted to request leave in term time up to a maximum of 10 consecutive days.

Medical appointments

Dental & Optician appointments

12. Routine appointments must be made outside of working hours. Requests for routine appointments will not be granted.

Other medical appointments

13. Where possible medical appointments should be made outside of work hours. Where this is not possible and it is evident that the staff member cannot influence the day &/or time, then reasonable time off, with pay, will be granted and recorded. Wherever possible staff are expected to attend work before &/or return to work after the appointment – health, time & travel permitting.
14. For all medical appointments during work hours staff are required to produce the appointment letter/email/text which must be submitted with the request for leave.

Absence & leave involving Dependents

“Dependent” is defined as a spouse, partner, child (under 18 &/or with additional needs), parent(s), someone for whom the employee is a carer or anyone who reasonably relies on the employee for assistance.

15. The Employment Relations Act 1999 provides a right for employees, regardless of length of service, to take a ‘reasonable’ amount of time off work to deal with certain uncertain/unexpected events involving ~~one of your~~ a dependent or dependents. The Act does not state the time is to be paid.
16. Staff have a right to take a reasonable amount of time off work when it is necessary to:
 - provide assistance when a dependent falls ill, gives birth, is injured or assaulted;
 - make longer-term care arrangements for a dependant who is ill or injured;
 - take action required in consequence of the death of a dependent;
 - deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
 - deal with an unexpected incident involving their child.

17. Reasonable time off will not normally be more than one or two days. However, the Executive Headteacher/Headteacher/CEO/DCEO will always consider each set of circumstances.
18. In some circumstances we understand a dependent might require assistance/support in attending a crucial/important medical appointment. In this situation we will grant 3 working days (1 day to be taken at a time not consecutively) paid leave in any rolling 12-month period. In exceptional circumstances this could be extended (paid or unpaid) at the discretion of the Executive Headteacher/Headteacher/CEO/DCEO.

Family Friendly Days

19. At An Daras Trust we realise that there are some things that maybe out of your control. For example, your dependent has a fall and ends up in hospital or your child becomes unwell and needs immediate care, that's why we offer 5 paid Family Friendly Days.
20. The Family Friendly Days allow staff to be off work to care for a dependent who is unable to care for themselves, they are for emergencies only and cannot be pre-booked.
21. They are available to all employees of the Trust however only 1 day can be taken at any given time, staff cannot take all 5 family days off consecutively. Once these family friendly days are used the table below will apply for any other incidents.

Maternity, Paternity Leave, Adoption, Parental Leave are covered in separate Policies covered in Appendices to this Policy

An Daras Paternity Policy

About this policy

1. This policy outlines when an employee may be entitled to paternity leave and paternity pay, and sets out the arrangements for taking it.
2. This policy does not form part of any employee's contract of employment and we may amend it at any time. This policy is subject to the terms of your contract of employment.
3. In some cases, you and your partner may be eligible to opt into the shared parental leave (SPL) scheme which gives you more flexibility to share the leave and pay available in the first year. This is in addition to your right to paternity leave.

Statutory paternity leave and paternity pay is available to fathers and the partners of mothers of the baby. The provisions apply whether the staff member's service is full time or part time, irrespective of the number of hours, or is permanent or temporary, subject to the conditions of the scheme being met.

The school is aware that paternity leave is not restricted to males and will treat any concerns or queries about paternity leave, e.g. requests to take the leave, equally, regardless of the gender of the individual.

Staff members who are acting as the "prime or nominated carer" for the mother and/or the baby may request nominated carers' leave regardless of their gender. They are subject to the same provisions as applied to staff members requesting paternity leave.

The entitlement is an allowance of up to two weeks' absence, subject to eligibility as outlined below. These two weeks' absence can be taken together or separately. The staff member will notify the school in advance how they intend to take their leave.

The leave allowance is the same even if requested for the birth of more than one child, e.g. twins.

A 'week' of leave is equivalent to the number of days the staff member works in one week, e.g. if the staff member works three days a week, a 'week' of leave will be three days.

In order to apply for birth leave, the staff member will need to provide a copy of the MAT B1 or birth certificate, along with a letter from the mother confirming they are the nominated person.

Entitlement to paternity leave

4. Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth and:
 - (a) you are the biological father and will have some responsibility for the child's upbringing;

- (b) you are the partner (that is, spouse, civil partner or cohabiting partner) of the mother, and will have the main responsibility (with the mother) for the child's upbringing; or
 - (c) the child is born to a surrogate mother where you are, or your partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your partner legal responsibility for the child.
- 5. Paternity leave is available where a child is placed with you for adoption by an adoption agency, if you have been continuously employed by us for at least 26 weeks ending with the week in which the agency notifies you that you have been matched with a child].
- 6. In adoption or surrogacy cases you may be entitled to take adoption leave instead (see our Adoption Policy). However, adoption leave may only be taken by one parent. Paternity leave is available to the other parent (of either sex).

Stillbirth and neonatal loss

- 7. If eligible, you are entitled to paternity leave and pay if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss). For a policy which addresses in more detail the range of support available in the event of a stillbirth or neonatal loss, see our Parental Bereavement Policy

Taking paternity leave

- 8. Paternity leave is a period of one or two weeks' leave. If you choose to take two weeks, you can take them together or separately when a child is born or placed with you for adoption. You cannot start leave before the birth. It must end within 52 weeks of the birth (or due date, if the child is early). The start and end date rules are different if you adopt, your period of Paternity Leave can start as early as:
 - (a) the date of placement;
 - (b) the date the child arrives in the UK if you're adopting from overseas
 - (c) the date the child's born (or the day after if you're working that day) if you're a surrogate parent;
 - (d) a date you choose which falls after the date of placement.Your leave must end within 52 weeks of the placement or arrival date.
- 9. To take paternity leave you must give us written notice by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified you of being matched with a child), or as soon as you reasonably can, stating:
 - (a) the Expected Week of Childbirth;
 - (b) whether you intend to take one week or two weeks' leave; and
 - (c) when you would like your leave to start.

10. You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

Paternity Pay

11. Statutory paternity pay (**SPP**) is payable during paternity leave, provided you have at least 26 weeks' continuous employment ending with the **Qualifying Week** (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year. The rate of SPP is set by the government each tax year.

During paternity leave

12. All the usual terms and conditions of your employment remain in force during paternity leave, except for the terms relating to pay.
13. Holiday entitlement will continue to accrue during paternity leave. If your paternity leave continues into the next holiday year, any remaining holiday that is not taken before your paternity leave can be carried over to the next holiday year and must be taken immediately before returning to work.
14. If you are a member of our pension scheme, we will make employer pension contributions during paternity leave, based on your normal salary, in accordance with the scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform Human Resources that you wish to make up any shortfall.

An Daras Parental Bereavement Pay and Leave Policy

1. The Trust Board of Directors has overall responsibility for the effective operation of this policy. The Trust Directors has delegated responsibility for overseeing its implementation to the Trust Operations Officer. Suggestions for changes to this policy should be reported to your Executive Headteacher/Headteacher.
2. Any questions about the day-to-day application of this policy should be referred to your Line Manager in the first instance.
3. This policy does not form part of any contract of employment or other contract to provide services, we may amend it at any time and it is subject to the terms of your contract of employment
4. Where a staff member's child dies before they turn 18, or if they have a stillbirth after 24 weeks of pregnancy, they may be able to take two weeks' leave for each child who has dies or was stillborn. The leave can start on or after the date of the death or stillbirth and can be taken as two consecutive weeks, two separate weeks or only one week of leave – however the leave is taken, it must finish within 56 weeks of the date of the death or stillbirth.
5. Where a staff member is taking another type of statutory leave (e.g. maternity leave following a stillbirth) when the child dies or the stillbirth happens, their parental bereavement leave will start after the other leave has ended, but does not have to be taken immediately after.

Eligibility for leave

6. To be eligible for parental bereavement leave if a child has died or been stillborn after 24 weeks of pregnancy, the staff member may have been, at the time of the child's death or stillbirth:
 - **The child's biological parent**, where no adoption or parental order was made, unless there was a contact order in place.
 - **The child's adoptive parent**, after the adoption order was granted, or before if the child was already placed with them and that placement was not interrupted (whether by a UK adoption agency or from overseas).
 - **are their intended parent under a surrogacy arrangement**; are the natural parent of a child who has since been adopted by someone else, and there is a court order allowing the staff member or their partner to have contact with the child; or
 - **The partner of the child's parent.**
 - **Taking care of the child**, i.e. the child was living with them at their home for at least four continuous weeks ending with the date of death, other than as a paid carer.
7. Where it is between zero and eight weeks after their child's death or still birth, a staff member will be expected to notify the school prior to the time they would normally start work on the first day of the week or weeks they want to take off from work. Someone can do this on their behalf if necessary.

8. If the staff member has already stated work, then their parental bereavement leave period will start on the following day.
9. A staff member can cancel any planned parental bereavement leave in the first eight weeks by telling the school at any time before the leave starts, and no later than the time the staff member would normally start work on the first day of the leave period. Staff members cannot cancel leave once it has started.
10. Where it is between nine and 56 weeks after their child's death or still birth, a staff member will be expected to notify the school at least one week prior to the start of the week or weeks they want to take off from work.
11. The school will not require notifications of parental bereavement leave to be submitted in writing; however, will require that all notifications include:
 - The date of the child's death or stillbirth.
 - When the staff member intends parental bereavement leave to begin and finish.
 - How much leave they are planning on taking, i.e. either one or two weeks.
 - The staff member's relationship to the child.

Eligibility for statutory parental bereavement pay (SPBP)

12. To be eligible for statutory parental bereavement pay (SPBP), staff members must have been continuously employed at the school for at least 26 weeks ending on the Saturday before the child's death or stillbirth. They must also:
 - Continue to be employed at the school up to the day the child dies or is stillborn.
 - Earn at least the lower earnings limit for class 1 national insurance contributions..
 - Provide the school with the correct notice information.
13. SPBP must be requested within 28 days, starting from the first day of the week that the staff member is claiming payment for. SPBP is only payable in respect of whole weeks of leave, at the same rate as statutory paternity pay. The rate is set by the government each tax year. The school will require staff members to submit the following information in writing to confirm the entitlement to SPBP:
 - The staff member's name
 - The dates of the period that they wish to claim SPBP
 - The date of the child's death or stillbirth.
14. The school will also require staff members requesting SPBP to confirm that they are eligible due to their relationship to the child. This can be completed through the government's [online declaration form](#).
15. The school will use the government's [tables](#) to help [manually calculate a staff member's eligibility](#) and, where they are eligible, when SPBP is due to be paid.

Miscarriages

16. If a staff member's baby is stillborn before the end of the 24th week of pregnancy, it is treated as a miscarriage. In these cases, the staff member or a partner would not be eligible for maternity or paternity leave or pay; however, other options are available.
17. If the staff member is not well enough to work following a miscarriage, they will be entitled to statutory sick leave and pay. The staff member will be able to self-certify their sick leave for the first seven days of their absence and will need a doctor's note for any time period beyond that.
18. Any time off required as a result of a miscarriage will be treated as a pregnancy-related sickness. There is no time limit on sickness absence following a miscarriage – if the staff member's GP has certified their sickness as pregnancy-related, this will apply for as long as their sick leave lasts.
19. Staff members who have experienced a miscarriage will also be entitled to up to 5 working days compassionate leave. This can be taken after any period of sick leave.
20. If a staff member's partner has experienced a miscarriage, they will not be entitled to pregnancy-related leave or sickness absence; however, they will be entitled to up to 5 working days compassionate leave. The staff member will need to discuss their leave options with their line manager.

Wellbeing support

21. The school understands that experiencing a miscarriage or other parental bereavement is extremely difficult for all those involved. A supportive workplace environment will be fostered to ensure staff members feel able to discuss their pregnancy and any bereavement with their colleagues and line manager.
22. The staff member's line manager will keep in contact with the staff member throughout any period of absence and will ensure the necessary support is put in place for their return to work. The line manager and staff member will discuss what reasonable adjustments can be put in place to support the staff member at work, and who, if anyone, the staff member would like to be informed about the situation.
23. The staff member's line manager will ensure the staff member is aware of the wellbeing support available both in school and externally.

Pregnancy-related sick leave

24. If a staff member is not well enough to work due to any pregnancy-related reason, including a miscarriage, they will be able to take sick leave and receive sick pay in line with usual sick leave procedures.
25. The school will record any sick leave relating to a staff member's pregnancy (including sick leave following a miscarriage) separately to other sick leave. Pregnancy-related sick leave will not be taken into consideration for any other circumstances, including absence management procedures or disciplinary procedures.
26. The school will seek advice from its external HR advisor where necessary.

An Daras Maternity Policy

About this policy

1. This policy outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth, and sets out the arrangements for pregnancy-related sickness, health and safety, and maternity leave.
2. In some cases, you and your spouse or partner may be eligible to opt into the shared parental leave (**SPL**) scheme which gives you more flexibility to share the leave and pay available in the first year. You will need to give us at least eight weeks' notice to opt into SPL, and you must remain on maternity leave until at least two weeks after birth.
3. This policy only applies to employees and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment and we may amend it at any time. This policy is subject to the terms of your contract of employment.

Entitlement to maternity leave

4. All employees are entitled to up to 52 weeks' maternity leave, consisting of 26 weeks' ordinary maternity leave (**OML**) and 26 weeks' additional maternity leave (**AML**).

Stillbirth and neonatal loss

5. You are entitled to maternity leave in accordance with this policy if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss). If eligible, you will also be entitled to maternity pay in accordance with paragraph 0. For a policy which addresses in more detail the range of support available in the event of a stillbirth or neonatal loss, please see our Parental Bereavement Policy.

Notification

6. Please inform us as soon as possible that you are pregnant. This is important as there may be health and safety considerations.
7. Before the end of the fifteenth week before the week that you expect to give birth (**Qualifying Week**), or as soon as reasonably practical afterwards, you must tell us:
 - 1.7.1 the week in which your doctor or midwife expects you to give birth (**Expected Week of Childbirth**); and
 - 1.7.2 the date on which you would like to start your maternity leave (**Intended Start Date**).

8. We will write to you within 28 days to tell you the date we will expect you to return to work if you take your full maternity leave entitlement (**Expected Return Date**).
9. Once you receive a certificate from a doctor or midwife confirming your Expected Week of Childbirth (MATB1), you must provide us with a copy.

Starting maternity leave

10. The earliest you can start maternity leave is 11 weeks before the Expected Week of Childbirth (unless your child is born prematurely before that date).
11. If you want to change your Intended Start Date, please tell us in writing. You should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We will then write to you within 28 days to tell you your new Expected Return Date.
12. Your maternity leave should normally start on the Intended Start Date. However, it may start earlier if you give birth before your Intended Start Date, or if you are absent for a pregnancy-related reason in the last four weeks before your Expected Week of Childbirth. In either of those cases, maternity leave will start on the following day.
13. Shortly before your maternity leave is due to start, we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.
14. The law says that we cannot allow you to work during the two weeks following childbirth.

Maternity pay

15. Statutory maternity pay (**SMP**) is payable for up to 39 weeks, provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. The first six weeks of SMP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

During maternity leave

16. With the exception of terms relating to pay, your terms and conditions of employment remain in force during OML and AML.
17. Holiday entitlement will continue to accrue during maternity leave. If your maternity leave will continue into the next holiday year, any holiday entitlement that is not taken before starting your maternity leave can be carried over and must be taken immediately before returning to work. Please discuss your holiday plans with your manager in good time before starting your maternity leave. All holiday dates are subject to approval by your manager.

18. If you are a member of the pension scheme, we shall make employer pension contributions during OML and any period of paid AML, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any maternity pay you are receiving, unless you inform the Human Resources Department that you wish to make up any shortfall.

Keeping in touch

19. We may make reasonable contact with you from time to time during your maternity leave, although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.
20. You may work (including attending training) on up to ten "keeping-in-touch" days during your maternity leave. This is not compulsory and must be discussed and agreed with the Human Resources Department.
21. You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any maternity pay entitlement.

Returning to work

22. You must return to work on the Expected Return Date unless you tell us otherwise. If you wish to return to work earlier than the Expected Return Date, you must give us eight weeks' prior notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the Expected Return Date if you request annual leave or parental leave, which will be at our discretion.
23. You are normally entitled to return to work in the position you held before starting maternity leave, and on the same terms of employment. However, if you have taken AML and it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.
24. If you want to change your hours or other working arrangements on return from maternity leave, you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
25. If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

An Daras Adoption Policy

About this policy

1. This policy sets out the arrangements for adoption leave and pay for employees who are:
 - (a) Adopting a child through a UK adoption agency.
 - (b) Fostering a child with a view to possible adoption.
 - (c) Having a child through a surrogate mother.
2. Adoptions from overseas are not dealt with in this policy but further information is available from Human Resources.
3. Arrangements for time off for adoption appointments are set out in this policy.
4. This policy only applies to employees. It does not apply to agency workers or self-employed contractors.
5. This policy does not form part of any employee's contract of employment and we may amend it at any time. This policy is subject to the terms of your contract of employment.

Entitlement to adoption leave

6. In an adoption case or a fostering for adoption case, you are entitled to adoption leave if all the following conditions are met:
 - (a) You are adopting a child through a UK adoption agency, or you are a local authority foster parent who has been approved as a prospective adopter.
 - (b) The adoption agency or local authority has given you written notice that it has matched you with a child, and tells you the expected placement date.
 - (c) You have told the agency or local authority that you agree to the placement.
7. Adoption leave may be available if you are adopting through an overseas adoption agency. Please contact Human Resources for information on eligibility and process.
8. In a surrogacy case, you are entitled to adoption leave if all the following conditions are met:
 - (a) A surrogate mother gives birth to a child, who is biologically the child of either you, or your spouse or partner (or both of you).
 - (b) You expect to be given parental responsibility under a parental order from the court. The child must live with you and you must apply for the parental order within six months of birth.

9. In either case, only one parent can take adoption leave. If your spouse or partner takes adoption leave with their employer, you may be entitled to paternity leave (see our Paternity Leave Policy). In some cases, you may also qualify for shared parental leave.
10. The maximum adoption leave entitlement is 52 weeks, consisting of 26 weeks' Ordinary Adoption Leave (**OAL**) and 26 weeks' Additional Adoption Leave (**AAL**).

Notification requirements

11. In an adoption or fostering for adoption case, you must tell us in writing of the expected placement date, and your intended start date for adoption leave. You must give this information not more than seven days after the agency or local authority notifies you in writing that it has matched you with a child, or if that is not reasonably practicable, as soon as you can.
12. Once you receive the matching certificate from the agency or local authority, you must provide us with a copy.
13. In a surrogacy case, you must tell us in writing of your intention to take adoption leave and give the expected week of childbirth (**EWC**). You must give this information by the end of the 15th week before the EWC, or if that is not reasonably practicable, as soon as you can. You must also complete a declaration confirming your entitlement. When the child is born you must tell us the date of birth.
14. We will write to you within 28 days of receiving your notification, to confirm your expected return date assuming you take your full entitlement to adoption leave.

Starting adoption leave

15. In an adoption or fostering for adoption case, OAL may start on a date of your choosing no more than 14 days before the expected placement date, or on the date of placement itself, but no later.
16. If you want to change your intended start date please tell us in writing. You should give as much notice as you can, but wherever possible you must tell us at least 28 days before the original intended start date (or the new start date if you are bringing the date forward). We will write to you within 28 days to tell you your new expected return date.
17. In a surrogacy case, OAL will start on the day the child is born, unless you are at work, in which case it will start on the following day. You cannot change the start date.

Adoption pay

18. Statutory adoption pay (**SAP**) is payable for up to 39 weeks, provided you have at least 26 weeks' continuous employment with us ending with the Qualifying Week (the week in which the adoption agency or local authority notified you of a match, or the 15th week before the EWC) and your average earnings are not less than the lower earnings limit set by the

government each tax year. The first six weeks' SAP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

During adoption leave

19. All the terms and conditions of your employment remain in force during OAL and AAL, except for the terms relating to pay.
20. Annual leave entitlement will continue to accrue at the rate provided under your contract. If your adoption leave will continue into the next holiday year, any holiday entitlement that is not taken before starting your adoption leave can be carried over and must be taken immediately before returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting your adoption leave. All holiday dates are subject to approval by your manager.
21. If you are a member of the pension scheme, we shall make employer pension contributions during OAL and any further period of paid adoption leave based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any adoption pay you are receiving, unless you inform Human Resources that you wish to make up any shortfall.

Keeping in touch

22. We may make reasonable contact with you from time to time during your adoption leave, although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.
23. You may work (including attending training) on up to ten "keeping-in-touch" days during your adoption leave. This is not compulsory and must be discussed and agreed with Human Resources.
24. You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any adoption pay entitlement.

Returning to work

25. You must return to work on the expected return date unless you tell us otherwise. If you wish to return to work early, you must give us at least eight weeks' notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the expected return date if you request annual leave or parental leave, which will be at our discretion.
26. You are normally entitled to return to work in the position you held before starting adoption leave, on the same terms of employment. However, if you have taken AAL (or have combined your adoption leave with more than four weeks of parental leave) and it is not

reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

27. If you want to change your hours or other working arrangements on return from adoption leave you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
28. If you decide you do not want to return to work, you should give notice of resignation in accordance with your contract.

Reasons for leave with pay

Reason	Teachers	Teachers (not in schools)	Support staff in schools	Support staff (not in schools)
Times of severeweather where you are at risk of being unable to travel home or get to place of work, for example flooding, ice, snow	Permission to leave early or arrive late should not be unreasonably refused, if able to work from home must do so.		Permission to leave early or arrive late should not be unreasonably refused. If able to work from home must do so. Lost hours should be made up if unable to work from home.	
Family Friendly Days (as stated above)	Only 1 working day can be taken at each given time to cover illnesses/emergencies of dependants			
Non-routine medical appointments (as stated above)	Reasonable time off will not normally be more than one or two days. However, the Executive Headteacher/Headteacher/CEO/DCEO will always consider each set of circumstances – extended days could be unpaid			
Illness of a close relative or dependant	Up to one week's paid leave. Applications for unpaid leave should be addressed in writing to the Headteacher or Executive Headteacher/Headteacher.		Up to 5 working days	
Death or critical illness of a close relative or dependant	Up to 5 working days			

(The Mother & partner of Mother) Miscarriage – compassionate leave	Up to 5 working days	
Funeral of close relative or dependant	1 day	
(The Mother) ante-natal care	The right to paid leave to attend ante-natal care on production of evidence of appointments	
Weddings of close relatives	1 day	
Graduation ceremony – employee’s own partner, child or close relative	1 day	
Sitting examinations relating to professional development	Employees are entitled to be paid leave of absence for the purpose of sitting for examinations concerned with the teacher’s professional development to the benefit of the Academy.	Employees are entitled to paid leave of absence for sitting for approved examinations. Additional leave may be granted for final revision for approved examinations
Jury Service or attendance as a witness in Court proceedings	For the required period subject to employee claiming loss of earnings from the court & paying the Trust back.	
House removal/ Moving House	1 Day	

Screening for breast and cervical cancer	Necessary paid time off will be granted for the purpose of cancer screening			
Potential redundancy	Reasonable time to seek alternative employment			
Magisterial Duties	Minimum attendance requirement including training and membership of a statutory tribunal not exceeding 20 working days a year.	Minimum attendance requirement including training.		
Candidates for Parliamentary Elections	Normally not more than 5 working days	Up to 3 weeks' paid leave of absence during period up to and including polling day.		
For members of another school's Governing Body	Up to a maximum of 4 half-days per annum.			
Attendance as elected members at local authority meetings and properly established committees	Up to 20 days per year or equivalent.		Up to 144 working hours	
For Safety Representatives to perform duties and undertake associated training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA		Clarify the local agreement	
For officials of Trade Unions to perform I.R. duties/undertake approved training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LEA		Authorities shall provide the necessary facilities to Trades Unions including paid leave of absence to carry out their duties. Clarify the local agreement.	

Sports representation as competitor at national/ international level	At the discretion of the Board of Directors or the CEO.	
Election Duties	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.	
Lecturing in professional capacity on condition that all fees to be paid to the Academy	At the discretion of the Board of Directors or the CEO.	At the discretion of the Board of Directors or the CEO up to a maximum of 12 working days
Duties in connection with external examinations	At the discretion of the Board of Directors or the CEO	
Members of non-regular forces – annual training.	1 week (see without pay for 2 nd week)	Up to two weeks

Reasons for leave without pay

Reason	Teachers	Teachers (not in schools)	Support Staff in Schools	Support staff (not in schools)
Funerals – other than those in “With Pay” section		1 day		
Weddings – Employees own wedding and for those other than relatives first degree	1 day			
Hospital appointments for children where both parents wish to attend (not in the case of critical illness)	1 day			
(The partner) Ante-natal care	Up to two appointments. The companion can take 6.5 hours per appointment, including travelling and waiting time. Any additional time can be requested to CEO/DCEO		Up to two appointments. The companion can take 6.5 hours per appointment, including travelling and waiting time. Any additional time can be requested to CEO/DCEO	
Religious devotion days	1 day			

<p>Attendance on courses for personal development not considered beneficial to the Academy.</p>	<p>1 day at the discretion of the CEO/DCEO</p>	
<p>Court hearings – other than those covered under “With Pay” sections – including divorce proceedings, custody of children, maintenance payments and other Court appearance where teacher is defendant or involved in non-criminal proceedings</p>	<p>1 day at the discretion of the CEO/DCEO</p>	
<p>Special family flights where spouse is in the armed forces</p>	<p>1 day at the discretion of the CEO/DCEO</p>	
<p>Delays on return to school caused by industrial disputes eg: travel company, natural disasters</p>	<p>1 day at the discretion of the CEO/DCEO</p>	
<p>Sporting representations below national level</p>	<p>Normally not more than 10 school days in a year. 1 day at the discretion of the CEO/DCEO</p>	
<p>Members of non-regular forces – annual training.</p>	<p>2nd week (after first week paid)</p>	