



## Time Off Policy

### Policy statement

1. This policy covers both planned and unplanned time off work and provides guidance for employees and managers. Individual employment contractual terms and conditions will override this policy where it relates to annual leave. It is the Trust's policy to provide a fair benefit in relation to time off from work.

### Related Policies

- Family Friendly Policy (Maternity, Paternity, Parental and Adoption Leave)
- Employee Wellbeing & Managing Sickness Absence Policy

### Scope

2. This policy applies to all employees of the Trust.

### Annual Leave

3. The holiday year runs from 1 September to 31 August each year. The statutory entitlement to annual leave is 5.6 weeks per year (inclusive of public holidays). Some employees have differing terms and conditions based on the role that they fulfil and annual leave entitlement is detailed within individual employment contracts.

4. Part-time employees' holiday entitlement will be calculated on a pro-rata basis. If an employee leaves the Trust they will be entitled to pay in lieu of unused accrued holiday calculated up to the date of their departure. The Trust reserves the right to deduct an appropriate amount from an employee's wages if they have taken more than their entitlement at the date of their departure. Employees should refer to their contract of employment for details of annual leave entitlement applicable to their role.

### Doctor, Dentist and Optical Appointments

5. Doctor, dentist, and optical appointments should, wherever possible, be made outside of working hours. Where this is impractical, the employee may be asked to make up the work time lost.

### Leave for Dependents/Emergency Days

6. Under statutory provision, you are entitled to reasonable unpaid time off during working hours to care for dependants. The Trust has extended this right to include up to three paid emergency days in an academic year and any other time off for this purpose will be unpaid. Emergency leave is to allow you time to take action for matters including (but not limited to):

- providing assistance when a dependant falls ill or is injured;
- making arrangement for the provision of care for an ill or injured dependant;

- in consequence of the death of a dependant;
- dealing with unexpected disruption to, or termination of, care arrangements for a dependant;
- dealing with an unexpected incident involving your child while at an educational establishment responsible for that child; or
- in the event of a domestic emergency at your place of residence such as a gas leak, fire, burst pipe or flood<sup>1</sup>.

7. A dependant is defined as your husband, wife, civil partner, parent or child. It also includes someone who lives in the same household. For example, this could be a partner or an elderly relative who lives in the same household. It does not include tenants or boarders living in the family home, or someone who lives in the same household as you, such as a housekeeper.

8. You must inform your manager as soon as reasonably practicable with an estimate of the length of your absence, which will be unpaid unless it is taken as an emergency. Paid emergency days would not be taken consecutively and, so where the absence is for more than one day, you are expected to take either annual or unpaid leave and notify your manager on each working day until your return to work. Other than in the most exceptional circumstances, it is not anticipated that such an absence would last more than one or two days.

### **Compassionate Leave**

9. Employees may request a period of up to 5 days' compassionate leave on full pay, usually in the case of a death involving an immediate relative. This is at the discretion of the Head or Operational Lead at the School, or Chief Executive at the Harpur Trust Office. One day's compassionate leave for a funeral will be granted on the bereavement of any other relative, at management discretion.

10. Irrespective of length of service, employees will be entitled to statutory parental bereavement leave of up to two weeks in circumstances where they lose a child under the age of 18 (which includes a still birth after 24 weeks of pregnancy). Statutory Parental Bereavement Pay will be paid to employees who have 26 weeks service ending on the relevant week, which is the week before the child died. The rate of pay is the same as Statutory Paternity and Shared Parental Pay. Further details can be found in the Harpur Trust Family Friendly Policy.

### **Time off from work for Public Duties**

11. Employees will be allowed reasonable unpaid time off to discharge duties of a public office or position. Newly appointed employees will be asked to declare any such commitment at the time of appointment. Decisions about authorising time off will be taken with consideration to the total amount of time already taken for the same purpose during the academic year, and will be at the discretion of the Head or Operational Lead at the School, or the Chief Executive at the Harpur Trust Office. Both the Trust and its schools reserve the right to withdraw any agreement to time off for public duties if this becomes either a conflict of interest or results in any detrimental operational impact.

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<sup>1</sup> Routine maintenance of services (electricity, gas, water etc.) to a place of residence or appliances will not be classed as a domestic emergency.

12. The list below, which is not exhaustive, details examples of public duties:

Justice of the Peace and members of bodies as follows:

- a local authority
- a statutory tribunal
- a relevant education body
- a registered housing board
- a police authority
- a charity board

13. Time off must be applied for in writing, and employees have no right to be paid for time off for public duties.

### **Jury Service**

14. All men and women from the age of 18 are eligible for Jury Service and can be summoned to attend. Certain categories of people may be ineligible, excused or disqualified, and employees are notified of these at the outset. The Courts try to oblige people who request a deferral to a time which is more suitable to their organisation, and Teachers are therefore requested to seek a deferral to the school holidays, which is commonly granted.

15. The Trust must allow the employee time off to serve as a juror and this time off will not be taken as part of annual leave. All employees should notify their manager as soon as they are summoned for jury service.

16. For absence on jury service the employee should claim the full extent of allowance to which they may be entitled from the Court and copy all forms from the Court to the Payroll Department. The Trust will make up any difference to the employees normal basic pay.

### **Reserve Forces /Territorial Army**

17. There is no statutory right for employees to take leave to attend Reserve Forces duties, however up to two weeks' unpaid leave per annum may be granted at the sole discretion of the school or Trust, providing this is taken during school holidays or other such times which are considered operationally convenient.

### **Bad Weather/Travel Difficulties**

18. In the event of severe weather or other transport problems, employees should make every effort to attend work as normal. If an employee is unable to get to work, they should let their manager know as soon as possible and the following options may be given:

- Using TOIL (Time Off In Lieu) time to make up for any hours lost
- Annual leave
- Unpaid Leave
- Working at home (if working papers and/or system access are already available at the employee's home)

### **Time off relating to religion or belief**

19. There are many religions or beliefs that have festivals or spiritual observance days, for which normal annual leave booking arrangements will apply. In cases where this falls outside of usual holiday arrangements, for example term time only employees, requests for unpaid leave will be considered in line with operational demands. Employees are responsible for making such requests as far in advance as possible in order to allow discussions to permit any flexibility or mutually acceptable compromises.

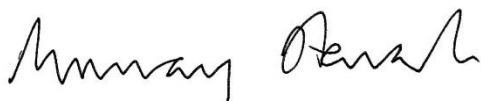
20. Some religions require their followers to pray at certain times of the day and managers should, wherever possible, allow their employees to take these times. Employees may request a quiet, private room for this purpose and every effort will be made to accommodate this.

21. Events such as weddings and funerals may require longer periods of absence within certain religions and therefore employees should factor this time into their annual leave entitlement.

### **Other Types of Leave/Events**

22. Employees who have particular events that require attendance during term should seek guidance from the Head /Operational Lead at the school. Examples of this might be to attend a family member graduation etc.

23. For advice relating to any other types of leave, please refer to the Human Resources Department. Explanation and evidence may be required to justify your request for leave under this policy. If you are found to be abusing this provision, disciplinary action may be taken under the Trust's disciplinary procedure.



Murray Stewart  
**Chair of the Trust**

**24 June 2020**

### Controlled Document Template:

Date of Review	Amendment/Reason for Review	Authorised By
26.3.2020	Added in Clause 11 regarding Statutory Parental Bereavement Leave in line with new legislation effective from 1 <sup>st</sup> April 2020	Denise Rostron HR Business Partner
November 2022	No changes	Denise Rostron
August 2023	Removed the title of Bursar Tidied the numbering Updated the title of the Employee Wellbeing & Sickness Absence Policy	Denise Rostron Internal HR & Training Consultant

Linked to:  
Employee Handbook  
HTO library  
HR shared drive