



LORDSHIP LANE
PRIMARY SCHOOL

School Annual Leave and Time Off Policy

Statutory or non-statutory	Haringey Policy adapted for LLPS	Date reviewed	Date of next review
Non-Statutory	Yes	Spring 2025	As updated by Haringey

Date of issue:

This policy has been developed through a process of consultation with the relevant recognised Trade Unions and due to the complexities of this area of employment and education law, the Local Authority expects all Governing Bodies of Community and Voluntary Controlled schools to adopt this policy without amendment.

Should, exceptionally, a Governing Body seek to amend this recommended document or adopt an alternative procedure, the Governing Body must undertake formal consultation collectively with the Secretaries of the recognised Trade Unions and confirm any amendments with the Local Authority via Haringey Schools HR

This document is also strongly recommended for consideration for adoption by Foundation and Aided Schools.

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1. INTRODUCTION

- 1.1 Teachers and other term-time employees are normally expected to take holidays and other leave outside of term time. However, the School recognises that there may be circumstances where an individual may need to be absent during the school term. The purpose of this policy is to provide school staff with an understanding of the options relating to paid and unpaid leave of absence that may be available to them during term.
- 1.2 Leave will not be automatically granted and the Headteacher will make decisions based on the circumstances of each request and the operational needs of the School.
- 1.3 This policy should be read in conjunction with other relevant documents, e.g. the Burgundy Book and NJC terms and conditions ('Green Book'). The annual leave year runs from 1st April to 31st March each year and the annual leave entitlement is on a rolling 12-month period. Details of all other types of leave are included in this policy. Read this policy alongside the annual leave and time off practice notes for further guidance.

2. SCOPE

The policy set out in this document applies to all Schools based staff, whether they work to Statutory Teachers Pay & Conditions, Green Book or another set of terms. This policy does not cover maternity/paternity/parental/adoption leave/flexible working; please refer to the documents specifically covering those issues.

3. GENERAL PRINCIPLES

Annual leave entitlement is based on the leave year from 1st April to 31st March and it is allocated according to grade and length of service. Headteachers have the responsibility to manage leave requests and monitor employees' leave to ensure that adequate leave is taken throughout the year.

3.1 Employees on Sickness Leave

Employees who are currently on long-term sick leave have the opportunity to take their annual leave during sickness. Further information is in the **Sickness Absence Policy Practice notes**.

3.2 Employees on Parental Leave

Annual Leave will continue to accrue at the normal rate during any period of parental leave. All employees must ensure to use up all their accrued leave at the same contractual hours during parental leave before commencing any flexible working pattern such as reducing working hours after returning from parental leave. The management of annual leave accrued during Parental leave is detailed within **Parental Leave Policy**.

3.3 Employees going through Menopause

Employees who are currently going through menopause should refer to the Menopause and the Workplace Policy.

3.4 Employees on Secondment

Employees on Secondment will have their annual leave during the secondment managed by the host employer in line with the terms of the secondment agreement and where the council is the employer, in line with the terms of the Council.

4. ANNUAL LEAVE ENTITLEMENT (SUPPORT STAFF)

4.1 New starters

New starters that have previously worked in local government or an associated employer will be able to count this service towards their annual leave entitlement, except in cases where there has been more than a 1-week break covering two consecutive Sundays. New employees who complete their qualifying years of service will only be entitled to the increased annual leave entitlement the following leave year. For example, if an employee qualifies for 5 years entitlement in July, the entitlement will be added from April the following leave year.

If an employee starts their employment in the School partway through the leave year, their annual leave allocation will be apportioned according to the months and weeks up to the last day of the leave year. The extra statutory and privilege days will also be apportioned.

4.2 Leavers

Support staff employees leaving the School will be entitled to proportionate (pro-rata) annual leave based on their complete service during the leave year including part months. The school will liaise with their payroll provider to provide the total annual leave entitlement for employees who are leaving.

Support staff employees on all year-round contract who have exceeded their pro-rata entitlement in the annual leave year will have the excess leave in hours deducted as pay from their final salary payment. Employees are advised to use all their leave before their last day of employment, however there are exceptional circumstances such as service needs that the employee will not be able to take their leave. In these circumstances, annual leave may be paid in lieu.

4.3 Part-time, Job shares and Compressed hours employees

For part-time employees and employees who job share, their annual leave entitlement including the public holidays will be pro-rata from the full-time equivalent (FTE). Employees working part-time and job shares will not be paid for public holidays if it falls on their non-

working day. Where an employee works part-time, they will be credited with a portion of each public holiday based on their FTE, these hours are included in their annual leave entitlement. If the employee working day falls on public holiday, the hours will be deducted from their annual leave entitlement.

Employees on compressed hours contracts, their entitlement including any public holidays will be calculated in hours. Public holidays entitlement for compressed hours employees will be deducted only when a public holiday falls on their working day. The total hours deducted will be the same hours worked on the day. For example, if an employee normally works 8 hours on a Monday and the public holiday falls on a Monday then 8 hours will be deducted from the annual leave entitlement. If an employee on compressed hours requests for special leave, this will be calculated in hours as per the annual leave entitlement allocation.

4.4 Casual Workers, Sabbatical and Term-time Contracts

Employees with a casual workers contract, their annual leave is calculated every 3 months using the hours that they have worked in the School per week during the 3 months. Then the annual leave is paid to the employee through their normal payday. Employees on term-time only contracts, their annual leave is incorporated into their monthly pay. Annual leave does not accrue during sabbatical leave.

4.5 Booking Annual Leave

Employees must request their annual leave through their headteacher and ensure it is confirmed before going on leave. Failure to do so may result in disciplinary action as it would be considered an unauthorised absence. Employees should request annual leave at least twice as far in advance as the amount of time they want to take off. For example, if the request is 5 days, then the notice should be at least 10 working days. Headteachers are advised to respond to annual leave requests within 5 working days from the request date. The headteacher should inform the employee of any potential delays and when they can expect to get a response. For emergency annual leave requests or annual leave for less than 5 days, the employee must request through their headteacher and inform of any urgency related to the annual leave. The headteacher has the discretion to accept the leave request. Headteacher can approve up to 3 weeks of annual leave.

4.6 Carry-Over Leave

Headteacher and employees should ensure that all annual leave is taken within the leave year as payments will not be made in lieu of leave. However, if an employee is unable to take time off due to service needs, the employee has been off sick short/long term or there is an option to carry over up to 5 days of annual leave to the following annual leave year with the agreement of the Headteacher. These requests will be considered on a case-by-

case basis which may vary depending on circumstances, consideration for service demands and needs but it is not 'a given' that it will be authorised.

4.7 Working on public holidays

Employees are not required to work on public holiday. If an employee is scheduled to work on a public holiday, they will have the opportunity to take their public holiday on an alternative day.

4.8 Borrowing Annual Leave [For 52 weeks support staff]

Employees who are unable to purchase annual leave due to cost or any other reasons may borrow leave from the following annual leave year entitlement. They may borrow up to 5 days of leave from the following leave year. This is limited to two consecutive years, after which the employee will be unable to borrow any leave for a period of two years. This request is subject to Headteacher approval.

4.9 Purchasing Annual Leave [For 52 weeks support staff]

Employees have the option to purchase up to 10 days of additional annual leave and the payments will be deducted in instalments through payroll. Further information can be found through the Council Schools HR or SharePoint.

5. SPECIAL LEAVE

This section details the School's policy on Special Leave. Special leave is approved leave given in specific circumstances where an employee needs to take time off work for an emergency or other life events. Employees are required to inform their headteacher of any emergency and life events for which they require to take time off work. Special leave of any type is given on a rolling 12-month period. It should be emphasised that there is no automatic entitlement to special leave except for sick dependant leave for employees employed before 1st April 1993. Special leave can be paid or unpaid at the discretion of the headteacher. The maximum of special leave per 12 months is 5 days of paid leave excluding sick dependents leave which is 10 days. However, for compassionate leave, employees can request for an extension which will be assessed on a case-by-case basis. For the purposes of this policy the maximum compassionate leave in 12 calendar months will apply separately if employee suffers two separate death.

5.1 Compassionate Leave

Employees are eligible to take up to 5 paid days of emergency leave related to serious illness or death of a spouse, parents, children, close family member or a person the employee shares a home with. If an employee requires an extension of the compassionate leave, this will be at the discretion of the headteacher. This leave can be taken in days or in

hours. This extension may be paid or unpaid depending on the circumstances and it will be assessed on a case-by-case basis. For example, the employee has lost a very close relative or partner and is heavily involved in funeral arrangements.

5.2 Sick Dependents Leave

Employees who commenced their employment before 1st April 1993 are entitled to up to 10 days of sick dependants leave in a rolling 12-month period. A statement from the employee confirming the sickness of the dependent will be required to justify the request for the leave and it will cover from the first day of absence.

5.3 Carers Leave

The carer's leave is paid leave for employees who have carers responsibility to someone who is off sick, with disability or conditions related to old age. All employees with caring responsibilities can take up to 5 paid days of carers leave on a rolling 12-month period and this leave can be taken in full days or in hours (part days). This will apply to all employees from the first day of employment. Employees are required to have an informal discussion with the headteacher before taking the leave.

5.4 Disability Leave

Employees with a disability or long-term conditions can take up to 5 days of leave if needed, to help manage their condition. This can be applied when the employee is fit to work but may require additional leave for treatment and/or assessment. The employee has the option to take this leave in full days or in hours and they must inform the headteacher in advance before going on leave. However, there are exceptional circumstances where leave may be approved retrospectively.

5.5 Study Leave

Employees can request study leave through the headteacher to take time off for courses related to the role or career development. Headteacher should contact their Employee Relations Adviser for further advice on managing study leave.

5.6 Witness for court appearances

Employees who are called as ordinary witnesses in court or before a tribunal may be allowed special paid leave at the discretion of the headteacher. Employees who are required to attend court as a witness as part of their special constable position must use their 15 days public duties leave, or unpaid leave. For further information on special constable leave, **see section 8.3**. Employees required to attend court as a witness for the Council or School are not required to use any form of leave to attend the hearing.

5.7 Unpaid Special Leave

Employees are eligible to request unpaid special leave in exceptional circumstances where annual leave would not be suitable to use or if employed on term time only contract or as a teacher. The unpaid special leave can be taken in days or in hours. The request for unpaid special leave is at the discretion of the headteacher. An example of a situation that would qualify for unpaid special leave would be an emergency such as a fire or flood incident at home.

5.8 Job Interviews

Up to 3 days paid leave per rolling year (1 January to 31 December) depending on interview arrangements and the distance travelled involved in attending. Any further requests will be unpaid and at the discretion of the Headteacher.

Note: In a redundancy situation, attendance at interviews is a statutory right. More information is available in the Organisational Change policy.

5.9 Moving House

1 working day in any one academic year. For support staff on all year contract, annual leave should be used.

5.10 Wedding of a Near Relative

1 – day paid.

5.11 Time Off for Religious Festivals

3 days in a calendar year (1 January to 31 December) as required by the religion for observance of religious festivals.

5.12 Request for Leave During Term Time

Any leave requested in term time will not normally be granted. The only exception when this might occur is if the holiday has been booked in advance of the employee taking up employment and the school has been notified in advance in which case the leave would be unpaid.

Employees should not make any arrangement for holidays without securing approval from the headteacher in the first instance.

6. TIME OFF FOR MEDICAL APPOINTMENTS AND SCREENINGS

Employees with planned appointments that are not for any long-term conditions or disability are encouraged to arrange the appointments outside working hours, wherever possible.

However, if this is not possible, the employee may request special leave from the headteacher.

6.1 Medical Appointments (Disability, Long-Term Conditions, and Medical Screening)

Employees with a disability, or long-term conditions or are having cancer screening are entitled to paid time off to attend regular planned appointments and screenings. Under the Equality Act 2010, paid medical appointments and screening are considered a reasonable adjustment. For cancer screening, all employees will be given necessary paid time off, this includes employees who do not have long-term conditions or disabilities. Employees are required to give a redacted copy of the appointment letter to the headteacher, and this should be saved locally.

6.2 Medical Appointments (Antenatal and IVF)

Employees who need to take time off for antenatal and IVF appointments should refer to the parental leave policy for further information.

7. MANAGING ATTENDANCE IN EXCEPTIONAL CIRCUMSTANCES

7.1 External disruptions (Including Adverse weather, transport strikes and others)

In the event there is adverse weather, transport strikes or any other exceptional circumstances that would have an impact on the employee's travel to work, it is the employee's responsibility to make a judgement if they should travel. When an employee decides to remain at home, they must contact the headteacher or book leave or flexi leave where this is possible. Where an employee makes every effort and gets to work, albeit it late and may need to leave relatively early, generally they will be deemed to have attended for a full day. Employees choose where they live in relation to their workplace and therefore no additional/special leave should be granted for those employees whose journey may be particularly problematic.

7.2 Industrial Action

Employees who are participating in industrial action (strike), are unable to take leave for this, and this will be recorded as unpaid absence. If an employee not participating in an industrial action wishes to request annual leave, any requests during this period are subject to the usual notification of leave. Headteacher should consider the operational requirements of the School when making decisions on annual leave requests.

Headteacher must keep a record of all employees who attended work. Headteacher need to inform their employees of any adjustments on the day of strike, for example if the building is closed or if there is an alternative entrance to the building onsite.

8. ATTENDANCE DURING PUBLIC DUTIES

8.1 Jury Service

An employee who receives a summon to serve on a jury must inform and give the letter to the headteacher who will liaise with the payroll provider so this leave can be recorded on as a special leave. The employee will be required to claim for their jury service daily allowance and then provide a certificate of loss of earnings to the headteacher so they can receive the rest of their salary as a top up of the jury service allowance. The headteacher is required to keep a copy of the letter and certificate locally.

8.2 Reservists Duties

Employees who are registered reservists (which includes volunteering and part-time reservists) are offered 5 days of paid leave on a rolling 12-month period for public duties to cover the yearly required training. Employees are required to inform the headteacher of their reservists' duties and provide information to the commanding officer of their employment at the School. If the employee is called up for duty, they must notify the headteacher as soon as possible. The headteacher is responsible to keep a copy of the MOD (Ministry of Defence) letter locally in the employee file.

8.3 Other Public Duties

Employees who undertake other public duties are offered additional paid time off to conduct these public duties. The paid leave is subject to the deduction of any payments received from the relevant authority in respect of the duties performed or earnings received. All earnings received must be declared at the end of the public duty to the School. The paid leave can be claimed as a full day, or in hours (as half days).

Employees with public duties such as being a member of a local authority, a member of a health authority, a magistrate/justice of the peace, or a special constable are offered up to 15 days per year for their public duties. Employees with public duties as school governors are offered up to 5 days per year.

Employees who wish to take time off for public duties must discuss this with the headteacher. Employees must advise the headteacher of the estimated time off required for public duties per year and provide evidence such as a letter confirming the public duty role and the requirements. Whilst the School will endeavour to agree to public duties leave, it may be refused.

9. UNAUTHORISED ABSENCE

Unauthorised absence is when an employee is absent from work without a reasonable explanation or prior permission, pay may be deducted and action taken under the Disciplinary Policy.

10. FURTHER REFERENCES

Sickness Absence Policy

Parental Leave Policy

Disciplinary Policy

Menopause and the workplace.

Document Control

Title	Model School Annual Leave and Time Off Policy
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Author	School HR Team

Revision History			
Version	Date		Name
Summary of Changes		<ol style="list-style-type: none"> 1. This policy heading replaces the November 2004 policy headed "Leave and Time Off and Maternity and Childcare Policy" 2. Any reference to maternity, adoption and paternity leave (Section 2) on the 2004 policy has been removed from this policy as this is covered under its own policy. 3. Policy mirrored the Council Annual Leave and Time Off Policy Version 7 approved by Staffing and Remuneration Committee 27/10/2023 except for education sector specifics to ensure consistency. 	HR
FINAL Version	13.05.2024	Signed off by SCG	13.05.2024
V2 - 2025	Summary of changes to align with updated council policy	<p>4.6 – amended to reflect recent Council policy wording.</p> <p>4.8 [New Borrowing annual leave] – added to reflect new incentive offer from the Council for employees to support their wellbeing.</p> <p>4.9 [New Purchasing annual leave] – added to reflect new incentive offer from the Council for employees to support their wellbeing.</p>	
V2	Issued	September 2025	