Leave of Absence and Annual Leave Policy and Procedure

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1.0 INTRODUCTION

1.1 This policy provides information regarding the entitlements of Engineering UTC Northern Lincolnshire (ENLUTC) employees to annual leave and to leave of absence.

HR will provide information on the granting of leave of absence as required. They will also provide regular leave of absence reports and advise where staff have levels of leave of absence that are causing a concern.

General points:

- this procedure applies to all college employees relative to appropriate conditions of service;
- all specific time off provisions (in days) detailed in this document will in the first instance be provided on a pro-rata basis for part time/job-share employees, but each case will be subject to the discretion of the Principal based on individual circumstances and mindful of matters of consistency and fairness;
- requests to take annual leave in term time will be considered but will only be granted, as is always the case with annual leave, where the needs of the service can be addressed;
- requests for leave of absence from staff who are employed on a term time only basis will be approved in accordance with the guidance provided within this document;
- 'close relatives' or 'immediate family' are defined as spouse, partner, children, parents, grandparents, sister/brother, parents-in-law and those of partner or nominated next of kin. This also includes stepchildren, foster and adopted children/parents. Consideration may be given to other relatives not mentioned above on a case-by-case basis;
- a ‘year’ refers to a 12-month period between 1 April and 31 March;
- The Principal will have responsibility for approving all requests. The Principal or the governing body may consult with HR in seeking guidance and advice on implementing this policy;
- The Principal must make decisions about requests for leave in accordance with this policy and in the context of the operational requirements of the college;
- Guidance on Maternity/Birth/Adoption/Parental Leave can be found in the Work and Families Policy and Guidance, and the Flexible Working Guidance.
- regard should be given to the confidential nature of the information which may be required to be given.

Note:
In applying these procedures, the Principal should also look flexibly at the alternatives to unpaid leave which are available to them. For example:

- Working from home
- Flexi time
- Time in lieu

- Temporary adjustment to hours
- Annual leave

This list is obviously not exhaustive, and further guidance is available from HR.

2.0 ANNUAL LEAVE

2.1 Teaching Staff

Teaching staff are not entitled to any additional leave other than college holidays.

Teaching staff are contracted to work 195 days per annum (pro-rata for part-time staff).

Requests for leave of absence on the defined working days will not normally be approved, except in accordance with the provisions of this document.

2.2 Support Staff employed on a Term Time Only (TTO) basis

Support staff employed on a term time only basis are not entitled to any additional leave other than college holidays.

Support staff employed on a term time only basis will normally work for the 190 or 195 days of the agreed college calendar for the academic year. Occasionally local agreements vary this norm.

Requests for leave on the defined working days will not normally be approved, except in accordance with the provisions of this document.

2.3 Support Staff working all year round

Support staff employed to work throughout the year are entitled to annual leave, as follows:

2.3.1 Annual Leave Entitlement

The annual leave year runs from 1 April to 31 March and the annual leave entitlement is as follows;

Scale	Initial			Not less than 5 years continuous service at 1 April			Not less than 10 complete years' service at 1 April		
	Hours	Minutes	*Days*	Hours	Minutes	*Days*	Hours	Minutes	*Days*

Grade 1-4 (SCP 1-5)	185	0	25	214	40	29	222	0	30
Grade 5-6 (SCP 5-17)	192	25	26	214	40	29	222	0	30
Grade 7-9 (SCP 18-35)	207	15	28	214	40	29	236	50	32
Grade 10-11 (SCP 364349)	222	0	30	229	25	31	251	40	34
JNC officers	229	25	31	244	15	33	259	0	35

It is expected that annual leave for staff employed throughout the year will normally be taken during the college holidays. Holiday arrangements should not be made until the dates have been approved by the Principal.

2.3.2 Annual Leave Carry Over

Employees will not normally be able to carry over unused annual leave from one year to the next. In exceptional work related circumstances, the Principal has the discretion to allow employees to carry over up to five days leave. Should this be the case, leave must be taken before the 30 June of that year or the entitlement will be lost.

2.3.3 Statutory and General National Holidays

In addition to the annual leave entitlement, support staff employed to work throughout the year are entitled to the following general and public statutory days:

- Good Friday; Easter Monday; May Day;
- Spring Bank Holiday Monday;
- Late Summer Bank Holiday Monday;
- Christmas Day; Boxing Day; New Year's Day

Employees will be notified of any special arrangements over the Christmas and New Year period.

2.3.4 Entitlement during Maternity Leave

Annual leave entitlement continues to accrue during ordinary maternity leave. Support staff working all year round, who are due to take maternity leave, should agree with their line manager that outstanding leave will be taken either before maternity leave commences or before their return to work. Please refer to sections the Work and Families Policy and Guidance for further details.

3.0 LEAVE OF ABSENCE

In cases where leave of absence is granted, employees must complete a Leave of Absence/Special Leave request form

The granting of special leave is not an automatic entitlement. Except for cases of family bereavement and serious family illness, staff who work throughout the year should make the best use of annual leave before applying for special leave. Any decisions on requests for special leave will take account of both college requirements and the employee's own needs.

Each case will be considered on an individual basis and in some circumstances the operational needs of the college will be the determining factor when decisions are made.

It is recognised that there will be occasions when employees require time off either with or without pay, and the provisions contained within this policy aims to meet these requirements. However, employees will appreciate that any abuse of these provisions may lead to disciplinary action being taken.

Any requests for leave with pay which are not covered in this policy (where the Principal is sympathetic towards the request) will be considered by the Principal in consultation with HR.

It is a requirement that, when any time off is requested, the employee must give the Principal or line manager as much notice of such requests as is possible.

Where the Principal or line manager considers that a request is unreasonable it will be refused – in such circumstances the employee will be given the reason(s) for the decision.

3.1 PUBLIC SERVICE

3.1.1 Public Duties

All employees will be granted reasonable paid leave of absence to serve on public bodies or undertake public duties. The employee is entitled to any attendance allowances/expenses in addition to full pay. However, where an

allowance is claimable for loss of earnings the employee must claim and pay the allowance to the payroll provider.

This provision includes duties as:
i) a Juror;
ii) a Justice of the Peace (Magistrate)
iii) a Member of a Local Authority;
iv) a co-opted member of a local authority committee;
v) a member of a statutory tribunal;
vi) a member of a Regional or District Health Authority;
vii) a member of a National Health Service College;
viii) a member of a Family Practitioner Committee;
viiii) a Governor of a school, higher education corporation or educational establishment maintained by a local authority;
x) a member of a Board of Visitors to prisons, remand centres and young offender institutions.

3.1.2 Employees Serving on Outside Bodies

The Principal has the authority to approve requests from staff to attend meetings of Professional Bodies, Associations, National Committees, etc. subject to a maximum of 4 paid days leave per year.

Each case will be considered on its merits, taking into account service provision. All requests over 4 days per year will be considered by HR.

The employee is entitled to any attendance allowances/expenses in addition to normal pay. Where loss of earnings can be claimed this must be paid to the college/payroll provider. In addition, where leave with pay is granted any fees in respect of these duties must be paid to the college/payroll provider.

3.1.3 Elections

Employees who serve during an Election (General Election, By Election, Local Election or European Election) are granted time off with pay for the time involved. Recognised roles include; Presiding Officer, Polling Clerk. These provisions apply to employees serving on elections with neighbouring Councils where reciprocal arrangements are made i.e. the employees of other councils would be given time off to serve elections within the North East Lincolnshire Council boundaries. This provision does not extend to those individuals who assist candidates/parties at elections e.g. agents, those who have been involved in canvassing etc. who will be expected to take annual leave (where appropriate), or may be granted unpaid leave.

3.1.4 Councillors of Other Authorities

The Local Government and Housing Act 1989 has made it unlawful for a local authority to give in excess of 208 hours of paid time off in any one financial year to any of its employees to enable them to undertake their duties as an elected

member of another local authority. This limit does not, however, apply to the posts of council chair of an authority or mayor. The Principal may still, however, grant unpaid leave of absence for local authority duties if they consider this to be reasonable.

The monitoring and control of time off for members of other councils is the responsibility of the college. Such records may be required for future inspection by an external monitoring body. The employee is entitled to claim any attendance allowance/expenses in addition to full pay.

3.1.5 Jury Service

Time off with pay will be granted for jury service. Where loss of earnings can be claimed this must be paid to the college.

3.1.6 Witness in Court

Employees who are required to attend court as a witness either in a criminal or civil case where a witness summons or subpoena is issued shall be granted time off with pay. Where loss of earnings are paid the employee must claim and pay the allowance to the college/payroll provider.

Where an employee is requested to attend court as a witness by the Crown Prosecution Service (CPS) they will be paid an allowance by the CPS towards basic salary lost which they must claim and repay to the college/payroll provider.

Reasonable paid time off will be granted where:

- an employee is attending court (but where neither a witness summons nor subpoena has been issued) and is giving evidence in cases of violence or harassment involving a request by the employee for court orders (e.g. injunction proceedings);
- an employee attends court as a witness in a civil case, but not answering to a subpoena.

The employee will provide, upon request, documentary evidence in connection with their attendance.

3.1.7 Search and Rescue Activities - Volunteer Warden Service

Employees who are called upon at short notice to participate in search and rescue missions as part of this service are to be allowed special leave with pay for the days in question.

3.2 SERVICE IN NON-REGULAR FORCES

3.2.1 Support staff working term time only and teachers

A teacher who is a volunteer member of the non-regular forces is entitled to attend Summer Camp or equivalent as required. Where loss of earnings are paid, the employee must claim and pay the allowance to the college/payroll provider.

3.2.2 Support staff working all year round

Support staff working throughout the year who are volunteer members of the non-regular forces are entitled to the following leave to attend Summer Camp or equivalent, in addition to their normal annual leave:

- where the employee is entitled to only 20**/**21 days' annual leave, the employee shall be granted 10 days leave with pay;

- where the employee is entitled to more than 21 days' annual leave, the employee shall be granted 5 days leave with pay and 5 days leave without pay;

- employees who, as members of The Army Reserve and Volunteer Reserve are required to undertake training additional to attendance at Summer Camp where the employee cannot arrange for such training to take place on days when they would not be working, shall be granted paid leave, subject to the exigencies of the college and approval by the principal;

- where the member of staff is called up to serve for longer periods, in accordance with the Armed Forces (Safeguard of Employment) Act 1985, time off will be granted and their employment will be protected in accordance with those statutory arrangements. Where loss of earnings are paid by the armed forces, any time off will be without pay;

3.3 SPECIAL EVENTS / FUNCTIONS

Reasonable leave of absence with pay will be granted where a member of staff is required to attend a specific function or event either as a participant or in support of others, e.g.:

- an employee is specifically requested by a government department or a governing body, or other similar body, to attend a particular function or event;
- an employee is required to attend a national or international event as either a competitor or in support of those competing;
- an employee may be receiving some form of honour.

However, where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to the college.

3.4 BEREAVEMENT LEAVE

The following factors should be taken into consideration when determining how many days' leave can be granted, up to the maximum given below:

- it is the bereavement of the immediate family or a partner's family;
- an individual has been brought up by some other person/relative;
- where an employee is solely responsible for the funeral arrangements.

3.4.1 Support Staff working term time only and teachers

Support staff working term time only and teachers may be granted up to 5 days paid leave inclusive of travelling time for the bereavement of a member of a teacher's or support staff's immediate family or that of his/her partner.

For any other funeral, the request for leave must be approved by the Principal, and would normally be a maximum of one day for the interment plus reasonable travelling time

3.4.2 Support staff working all year round

Support staff working all year round may be granted up to 5 days paid leave for the bereavement of a member of the immediate family or that of his/her partner, to include attendance at the funeral. For any other funeral, normal expectation would be that this could be covered through annual leave arrangements.

3.5 ABSENCE FOR DENTAL TREATMENT

3.5.1 All College Based Staff

Routine visits to the dentist (i.e. all non-emergency appointments) should be arranged during an employee's own time.

Urgent /dental treatment should be treated as sickness and there will be no need for leave of absence to be requested. If such an emergency requires the employee to continue to be absent from work for a period longer than that necessary to gain treatment, the absence will be treated as being due to ill health and the normal sickness procedures will be followed.

3.6 ABSENCE FOR DOCTORS'/HOSPITAL APPOINTMENTS

3.6.1 All College Based Staff

Wherever possible, all doctor/hospital appointments should be made in an employee's own time. Where an employee is unable to ensure that appointments are in their own time then an appointment may be made in normal working hours and time off with pay will be granted.

Where a hospital appointment is made in normal working hours, the employee may be asked to provide the Principal or most appropriate person with the appointment card/letter in order to confirm the details. Whilst it is acknowledged that initial hospital appointments may be unavoidably within work time, where

possible, follow up appointments should be arranged in the employee's own time. If this also proves difficult, then effort should be made to arrange appointments at either the beginning or the end of the college day to minimise disruption.

All non-elective hospitalisation should be treated as sickness. Medical certificates should be provided in accordance with the normal sickness procedure.

Where the treatment involves longer periods of hospitalisation or absence, medical certificates should be provided in accordance with the normal sickness procedure.

3.7 EMERGENCY/ DOMESTIC LEAVE

3.7.1 All College Based Staff

All employees now have a legal entitlement to take **unpaid** time off to deal with incidents involving their dependents. A dependent is defined as:

- a spouse;
- a parent;
- a person living in the same household, other than as an employee, tenant, lodger or boarder.

By this definition, unmarried partners of the opposite or same sex and living together, will be classed as dependents.

A dependent is also any person who reasonably relies on the employee for assistance on an occasion when the person falls ill or is injured or assaulted, or to make arrangements for the provision of care in the event of illness or injury. This includes, for example, elderly relatives not living in the same household but reliant on the employee to assist them in the event of illness or injury.

No qualifying period of service is required, and all employees will have the right to a reasonable amount of unpaid time off.

For the purposes of this policy, requests for time off for family and domestic reasons would be considered under the headings below. This policy goes further than the legal entitlement to unpaid time off, it defines the circumstances in which academies should consider granting paid leave.

In cases of domestic difficulty, illness of an employee's child and serious illness of a close relative, time off should not normally total more than 5 days paid leave in any year.

In the case of a serious illness of a relative, including an employee's own child, the number of days paid leave may be increased to 10 in any year. The Principal may also wish to consider granting additional unpaid leave in the event of a serious illness.

Employees should be aware that paid time off for family and domestic reasons is not an annual entitlement, but that it is determined on each occasion according to the case and individual circumstances.

The Principal should also look flexibly at the alternatives to unpaid leave which are available to them. For example:

- working from home;
- flexi time;
- time in lieu;
- temporary adjustment to hours;
- annual leave.

3.7.2 Domestic Difficulty (Urgent / Personal Family Business)

Employees may be granted paid leave for domestic difficulty, up to the maximum as detailed above in any year, providing this leave has not been taken for other family and domestic reasons covered by this policy. Domestic leave is intended to cover those situations which happen unexpectedly and it may be appropriate for staff employed throughout the year to take annual leave. Examples of occasions where domestic leave may be appropriate are as follows: burglary where property is unsecured; house damaged due to fire and flooding; domestic violence; breakdown of usual childcare arrangements. Only one employee per household will be granted time off for instances where a presence is required at the property concerned; e.g. house flooded due to burst pipes. This provision does not extend to people making medical or other appointments (see paragraphs 3.5 and 3.6).

Where an employee's usual childcare breaks down, time off should be limited to what is required to put in place alternative arrangements. There is also an expectation of shared care, where a child has both parents.

3.7.3 Illness of an Employee's Child

In case of emergencies where there is no other person to look after a sick child, time off with pay will be granted from the overall provision for Emergency / Domestic Leave. The Principal should use their discretion in determining how many days to grant with pay. As a general guide, where a child is unable to attend school but is not so ill as to require constant monitoring, then only one day with pay is recommended as this should be sufficient to put in place alternative arrangements. Where a child is so ill that a parent is required to be in permanent attendance then the Principal may wish to extend the amount of paid leave and it may become necessary to consider the provisions under the serious illness of a close relative.

"Child" for the purpose of this leave, is a child under the age of 16 years, or up to the age of 18 years in the case of a disabled child - a disabled child is one who is

in receipt of a disability living allowance. When looking after a sick child, there will be an expectation of shared care, and accordingly, time off will be approved on this basis.

Appointments with a dental practitioner/doctor for an employee's child are expected to be arranged during an employee's own time e.g. outside normal working hours/annual leave. Equally, hospital appointments for an employee's child should also be arranged in an employee's own time where possible. However, where the employee's child is allocated a specific, fixed hospital appointment time and the employee is unable to cover the absence using their own time as described above, reasonable time off with pay will be granted.

3.7.4 Serious Illness of a Close Relative (see notes below)

This time off is designed to cope with emergencies that cannot be postponed.

Employees may be granted leave with pay to look after a close relative in the event of serious illness. In the case of a serious illness of a relative, including an employee's own child, the number of days paid leave may be increased to 10 in any year.

Each request for further time off in excess of the 10 day period will then be considered on an individual case by case basis subject to the specific circumstances of the request and mindful of matters of consistency and fairness, and where granted, this additional time off may be granted without pay. In this event, the Principal is reminded to consider other flexible working options which may apply as outlined at the beginning of this document, and which may better support the member of staff's needs at that time.

Long term absences that require a number of absences will be treated as "one occasion". This provision will only be made when there is no other person/provider/carer available to look after the sick relative.

"Serious illness" is defined as that which makes it necessary for the employee to make urgent and special arrangements (e.g. following discharge from hospital), for the care of the relative.

If the outcome of the serious illness is such that the patient requires long term care, the Principal may grant a reasonable period of unpaid leave. The employee may be required to submit medical evidence in respect of the sick dependant, at whatever point the Principal feels appropriate.

There is also an expectation of shared care, if a child is involved and has both parents.

3.8 TIME OFF FOR MEDICAL SCREENING

Paid time off shall be granted to employees for the purpose of medical screening, including all cancer screening. Reasonable time off with pay will be granted for employees to attend their own GP's Well Person Clinics.

3.9 DONORS

Blood/Plasma Donors
An employee shall be granted time off with pay to attend blood donor sessions.

Organ/Bone Marrow Donors
An employee shall be granted paid time off to act as an organ / bone marrow donor up to a maximum of 4 weeks. Any time above 4 weeks will normally be without pay. This time should not be deducted from the sickness entitlement. Supporting medical documentation will be required.

3.10 TREATMENT IN RELATION TO INFERTILITY

Reasonable paid time off, up to a maximum of 10 days per year, will be granted for employees who are required to attend medical appointments or who are hospitalised in relation to infertility treatment. However, each case should be considered on an individual basis and employees will be required to provide an appointment card of letter to confirm the details.

Consideration should be given to requests for extended periods of time off on an unpaid basis.

3.11 IMPAIRMENT RELATED LEAVE

This leave applies to all college based staff when an absence is unavoidable, is related to a disability, but is not due to illness/sickness, reasonable impairment related leave with pay will be granted. This will avoid disabled employees having to take leave that is then inappropriately classified as sick leave.

Impairment related absences may occur when disabled employees have to take leave due to external circumstances which affect their ability to attend work.

Examples of impairment related absences

Disabled employees may be granted impairment related leave in the following circumstances:

- Breakdown of usual arrangements at work, for example: sickness of personal assistant, malfunction of aid or adaptation, alteration to work premises, lifts, toilets, car parking etc. which prevent an employee from attending or remaining at the college and where no suitable alternative arrangement or work (e.g. at home/other site) can be found.

- Breakdown of usual arrangements which make it unreasonably difficult to get to the college. For example, mobility aids such as wheelchair, artificial limb or car breakdown in the absence of a suitable accessible alternative.

- Unfavourable weather conditions which put the employee at risk. For example: ice, snow, fog or strong winds etc.

- If not already covered under Hospital/Medical Appointments, time off for impairment related medical visits (where it is not possible to arrange such visits out of working hours) in relation to assessment, treatment, servicing or repairs to mobility aids and rehabilitation.

In respect of the above circumstances, a reasonable level of proof may be required by the Principal.

A disabled employee will only be granted impairment related leave if reasonable alternatives to enable the disabled employee to attend the college cannot be made.

Although this procedure will separate impairment related leave from general sickness and other special leave, it will still need to be managed in a proactive way and offer support to disabled people in order to reduce the number of absences where appropriate.

The Principal and employees must make every effort to identify and discuss the situations that might necessitate impairment related leave. Disabled employees will often be aware in advance of the circumstances that make it difficult for them to work or get to work. Because an event arises that has not previously been identified, this does not mean that leave will not be granted.

When the instances which trigger impairment related absences occur, the Principal and employee should discuss reasonable ways of overcoming them and reducing the need to take impairment related leave through flexible working and the use of technological developments. For example, arrangements could be made for the disabled employee to work from home during periods when they are unable to attend work.

3.12 LEAVE FOR STUDY / EXAMINATIONS

Leave for study, related to role specific continuing professional development is, one-half day's paid study leave for each examination is granted.

Leave to sit an examination that would enhance an employee’s role specific professional development, the period necessary would be granted with pay.

3.13 INTERVIEW LEAVE

Interviews for posts at other colleges, schools or other local authority departments, will be granted with pay. Any requests to attend interviews for any other prospective employers should be granted without pay. Alternatively, where possible, the employee may be asked either to make up the time or be granted time off in lieu.

Visits to colleges or schools prior to applying for a post should wherever possible be arranged in an employee's own time, unless the receiving college or school is unable to accommodate this. In these circumstances reasonable time should be allowed. If part of the interview process requires the teacher to visit the college or school, then leave with pay is allowed.

Specific provisions apply to staff affected by college reviews or by the need to make staffing reductions within the college. Reference should be made to the relevant documents.

3.14 RELIGIOUS FESTIVALS AND SPECIAL EVENTS

3.14.1 Support Staff working term-time and Teachers

Up to two days per year with pay will be granted where the member of staff's religion requires them to attend if this is a day on which the member of staff would normally be in college.

Special events of particular importance to members of religious or cultural groups, one day will be granted with pay. Unavoidable travelling time in excess of one day will be considered without pay.

This does not include time for preparation for festivals or days which may be used for family celebrations which are not the specified dates for the religious event.

If advice is needed in relation to the annual equality and diversity calendar, please speak to HR.

3.14.2 Support staff working throughout the year

Wherever possible, requests for leave to attend religious or cultural traditions, are expected to do so within the normal annual leave arrangements. If the college insist that annual leave is taken at a particular time of year then the Principal should grant up to two days leave per year with pay. Where staff need to make extended visits abroad for religious/cultural reasons the Principal may allow the member of staff to carry forward 3 days' additional leave, subject to the exigencies of the college. Where a combination of the current year's leave entitlement and leave carried forward is insufficient, a reasonable period of leave of without pay, may be granted.

All requests require as much notice as possible in order that full consideration can be given.

All requests require as much notice as possible in order that full consideration can be given.

3.15 OVERSTAYING/DELAYED RETURNS

If staff, returning from a holiday abroad or returning from extended leave for religious/cultural reasons, are delayed in returning from the country they have visited, for reasons such as transport strikes, delayed flights, accidents etc. and this delay takes them into term time, for, then in such circumstances it is the member of staff's responsibility to maintain communication with the Principal and to keep to an absolute minimum any unforeseen overstay.

On their return the Principal will need to consider the reasons for the delay. If the circumstances are not covered by any other policy, the period of absence would be without pay. If the employee is employed throughout the year then they may take the additional time as annual leave.

In the first instance staff should claim compensation from the travel company.

If the member of staff is unable to claim compensation the circumstances of the delay should be considered. Advice should be sought from HR.

3.16 ATTENDANCE AT WEDDINGS

3.16.1 Staff working term time only and teachers

Leave of absence will not be granted for an employee's own wedding during term time.

For time off to attend the wedding of the employee or employee's partner's immediate family, one day with pay will be granted. Unavoidable travelling time in excess of this will be considered without pay.

Time off to attend the wedding of someone other than the member of the employee or employee's partner's immediate family, one day without pay will be granted.

3.16.2 Staff working all year round

Annual Leave should be used to attend a wedding, subject to approval.

3.17 GRADUATION CEREMONY

3.17.1 Staff working term time only and teachers

Time off to attend the graduation ceremony of the employee or member of the employee's immediate family, one day with pay will be granted.

Unavoidable travelling time in excess of this will be considered without pay.

3.17.2 Staff working all year round

Annual Leave should be booked and approved for any request to attend a graduation ceremony.

3.18 MOVING HOUSE

3.18.1 Staff working term time only and teachers

Where the day of the move unavoidably falls on a weekday, one day with pay will be granted.

3.18.2 Staff working all year round

Annual Leave should be booked and approved for time off to move house.

3.19 SEVERE WEATHER CONDITIONS - ATTENDANCE AT WORK

3.19.1 Scope of these arrangements

This applies to all college based staff.

These arrangements will be applied when there are severe weather conditions. If there is any doubt as to whether they will apply advice should be sought from Personnel. The criterion which will be used is the extent to which most means of transportation cease or are seriously disrupted.

3.19.2 Procedures to apply when "Severe Weather" is determined

If a decision has been made that the college is closed to pupils due to severe weather conditions, the Principal and HR need to decide if staff are required to attend. When using discretion all staff should be treated in the same way.

Where staff have been informed that they are not required to attend they should be paid normal salary. This decision should only be taken in exceptional circumstances. If the college is open the Principal should determine if that member of staff has made reasonable attempts to get to the college.

If a reasonable attempt to attend has been made, then the absence should be with pay. The extent to which most means of transportation cease or are seriously disrupted will need to be taken into account.

If weather conditions are not severe and staff do not turn up the Principal may ask those staff to make up the time, or alternatively the period will be without pay.

In the case of support staff employed throughout the year they will be expected to take annual leave.

When considering reasonable adjustments for staff with disabilities who may have particular difficulties in attending work under severe weather conditions, the Principal has the discretion to grant paid time off in cases where it is considered appropriate. (See above Examples of Impairment Related Absences for further information).

If staff do not attend work the Principal may ask those staff to make up the time or alternatively salary will be deducted. Staff who arrive late and who remain at college until the end of the day should not suffer loss of pay.

If the college releases staff early they should not suffer loss of pay. If the member of staff will be absent or late they must make every effort to telephone the college to report the circumstances.

If the member of staff is ill on the day or days when there are severe weather conditions, the college's normal sickness reporting and recording procedures will apply. Staff who are on training courses who are unable to attend the training venue should if possible report to the college. If they are unable to attend college, then the above will apply.

Absences caused by the urgent need to care for children, elderly, other close relatives whose schools, Day centres or other establishments may have been closed because of severe weather conditions will be considered under Emergency Leave (see paragraph 7.0). If the Principal is satisfied that the member of staff had no alternative but to stay at home with the child/person then pay should be granted. However, there is an expectation that all reasonable attempts to make alternative arrangements and/or share the responsibility of care with their partner if appropriate.

4.0 LEAVE OF ABSENCE WITHOUT PAY

4.1 All college based staff

In addition to the provisions outlined in this document and as stated throughout this document, the Principal and the governing body also have the discretion to grant leave of absence without pay. Each case should be considered on its individual merits, such as, for family or personal reasons e.g. long term care of a close relative or a full time course of study to enhance an individual's personal development. The course must be appropriate, of benefit to the individual and to the college as a whole.

A leave of absence request should not be approved for the purpose of work / financial gain e.g. short term contract with another employer or consultancy work.

Requests which have neither educational nor compassionate grounds will not normally be considered.

Summary of Special Leave Entitlements for Teachers and Support Staff
Key:

Special Leave Conditions which Apply to all staff
Special Leave Conditions which Apply to Teachers
Special Leave Conditions which Apply to Support Staff working Term Time Only (TTO) and Teachers
Special Leave Conditions which Apply to Support Staff working All Year Round (AYR)

Public Service	
3.1.1 p. 6	Public Duties
3.1.1 p. 6	Justice of the Peace / Magistrate
3.1.1 p. 6	Member of Board of Prison Visitors
3.1.2 p. 6	Employees Serving on Outside Bodies
3.1.3 p. 6	Elections
3.1.4 p. 7	Councillors of Other Authorities
3.1.5 p. 7	Jury Service
3.1.6 p. 7	Witness in Court
3.1.7 p. 8	Search and Rescue Activities
Service in Non-Regular Forces	
3.2.1 p. 8	Support Staff working TTO and Teachers
3.2.2 p. 8	Support Staff AYR
3.3 p. 9	Special Events/Functions
3.4 p. 9	Bereavement Leave
Funeral Attendance	
3.4.1 p.9	Support Staff working TTO and Teachers
3.4.2 p.9	Support Staff AYR

Own Dental/Hospital/GP Appointments	
3.5 p. 9	Dental Appointments
3.6.1 p. 10	Out patients
3.6.1 p. 10	Emergency
Emergency / Domestic Leave	
3.7.1 p.10	Outline of types of Emergency / Domestic Leave
3.7.2 p.11	Domestic Difficulty (urgent/personal family business)
3.7.3 p.12	Illness of an Employee's child
3.7.4 p.12	Serious illness of a close relative
Attend Hospital with Dependant	
3.7.3 p.12	Out patients
3.7.3 p.12	Planned appointment for invasive procedures non-routine surgery
3.7.3 p.12	Attend hospital with pre-school child after childcare clinic referral
3.7.3 p.12	Time to remain with the dependent during the procedure, surgery or treatment
3.7.3 p.12	To care for dependent on release from hospital
3.8 p.13	Medical Screening
3.9 p.13	Blood Donors
3.9 p.13	Organ/Bone Marrow Donors
3.10 p.13	Treatment In Relation To Infertility
3.11 p.13	Impairment Related Leave
3.12 p.15	Leave for Study
3.12 p.15	Leave to Sit and Examination
	Attendance at Approved Teacher's Course
	Attendance at meetings of examiners and assessors of recognised examinations
	Participation in cultural or sporting activities (as a coach or member of team)
	Attendance on a full-time course of study to enhance teacher's personal career development
3.13 p.15	Interview Leave
Religious Festivals and Special Events	
3.14.1 p.15	Support Staff working TTO and Teachers
3.14.2 p.16	Support Staff AYR
3.15 p.16	Support Staff working TTO and Teachers
3.15 p.16	Support Staff AYR
Attendance at Weddings	
3.16.1 p.16	Support Staff working TTO and Teachers
3.16.2 p.17	Support Staff AYR
Graduation Ceremony	
3.17.1 p.17	Support Staff working TTO and Teachers
3.17.2 p.17	Support Staff AYR
Moving House	
3.18.1 p.17	Support Staff working TTO and Teachers
3.18.2 p.17	Support Staff AYR
Sever Weather Conditions	
3.19.2 p.18	With pay where staff are informed that they are not to attend college.
3.19.2 p.18	Support Staff working TTO and Teachers
3.19.2 p.18	Support Staff AYR

4.1 p.19	Leave of absence without pay