



Authorised Absence and Leave Policy and Unauthorised Absence Policy

All staff are entitled to time off from work; this includes planned time off or unplanned leave in the event of an emergency. This policy sets out the entitlements to request leave and the procedures that should be followed when applying for authorised leave and absence.

Other policies to be read in conjunction with this policy:

- Sickness Absence Policy
- Disciplinary Policy

Purpose

Lavington Pre-school Authorised Absence & Leave Policy details the provisions for leave. Failure to follow the appropriate procedures will affect your leave. Lavington Pre-school expects staff to follow the procedures as summarised below and seek advice where necessary. Please note that annual leave (holiday leave) will not be granted for any dates falling within the term-time of the pre-school. This policy is aimed at ensuring that all staff receive fair and consistent treatment.

Who is this Policy for?

All employees of Lavington Pre-school.

Accountabilities

The Line Managers have the responsibility for:

- Being fully aware of the contents of this policy.
- Explaining the policy to their employees and taking steps to promote awareness of the procedure for dealing with authorised absence and leave.
- Actively resolving all requests relating to authorised absence and leave in a timely, fair and consistent manner.

For the purposes of this policy the Pre-school Manager is the Line Manager for all pre-school staff excepting themselves. The Chair of Committee is the Line Manager for the Pre-school Manager.

Committee Members are responsible for:

- Supporting the authorised absence and leave process through the provision of advice to Line Managers to ensure fair and consistent treatment of all requests.

Staff are responsible for:

- Being aware of the contents of this policy.
- Assisting in ensuring that they follow the procedures set out in the Authorised Absence and Leave policy.

Reviewed on: 10/05/23

Policy Contents

1. Annual Leave
2. New Starters
3. Sickness during Annual Leave
4. Termination of Employment
5. Public Holidays
6. Time off for Dependants
7. Compassionate Leave
8. Jury Service/ Witness Summons
9. Time off for Public Duties
10. Attendance at Doctors and Dentists Appointments
11. Other Absences/One off Emergencies
12. Unauthorised Absence
13. Adverse Weather Conditions/Strikes Affecting Public Transport/Natural Disasters
14. Maternity Leave
15. Adoption Leave
16. Appendix 1 – Leave Request Form

1. Annual Leave

The holiday year for each contracted employee runs from 1st September to 31st August.

You will be entitled to the statutory amount of paid holiday as set down by the Government (currently 5.6 weeks pro-rata for term time only working) in every holiday year, 1 September – 31 August.

All remaining school holiday will be unpaid. All holiday is to be taken outside the settings published term time dates, unless agreed in advance by the Manager and Committee. Please see attached **Leave Request Form** (Appendix 1).

If your employment commences part way through a holiday year, your entitlement to paid holiday during that year will be calculated on a pro-rata basis for each complete month of service.

The paid holiday entitlement of 5.6 weeks detailed above will be paid to you evenly across the 12 months of the holiday year.

2. New Starters

Any existing holiday commitments will be honoured provided they have been raised and agreed at the interview.

3. Sickness During Annual Leave

Where a member of staff is taken ill or injured whilst on leave he or she is entitled to take again the number of days covered by a doctor's certificate. No payment or reimbursement will be made by Lavington Pre-school for doctor's certificates in this instance.

4. Termination of Employment

You will receive pay for holiday pro rata to your length of service in the current leave year, less any holiday taken. Any leave taken in excess of your pro rata entitlement will be deducted from your final payment. If you leave without giving due notice you will lose your entitlement to accrued holiday pay, having taken into account your statutory minimum entitlement.

If you are dismissed for gross misconduct and so are dismissed without notice you will lose your entitlement to accrued holiday pay, having taken into account your statutory minimum entitlement.

5. Public Holidays

In addition to the basic holiday entitlement detailed above, you are entitled to the 8 regular bank holidays in each year.

These are in each year:

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

No payments will be made for public and bank holidays, unless they fall within periods of paid leave or work for the pre-school is undertaken on these days in which case the normal rate of remuneration will apply. Your paid holiday entitlement will be in accordance with the statutory requirements established in the Working Time Regulation 1998 (as amended). If the government declares other bank holidays then these too will be granted.

6. Time off for Dependants

All staff will be entitled to reasonable time off to deal with dependants (partner, child, main carer, and parent) when ill or when caring arrangements break down. This right will be limited to urgent cases of real need involving a dependant and all time off will be unpaid. Reasonable time off equates to 1 or 2 days maximum, the actual amount granted will be at the discretion of the employee's Line Manager, or at the discretion of the Chair of Committee and the Pre-school Manager, who must be informed of the reason for the absence, as soon as is practicable, and of the expected length of absence.

7. Compassionate Leave

The Committee may grant a reasonable number of working days as compassionate leave on any one occasion where an employee has suffered bereavement. In most cases this will be limited to the loss of a close relative within the employee's immediate family e.g. grand parent, parent, partner, sibling or child. The leave is given to allow employee's time off to make necessary arrangements and to attend a funeral.

The number of days to be taken for this type of leave will depend on the employee's situation, however, the line manager in discussion with the employee will make appropriate arrangements in line with the circumstances. Employees should inform their line manager as soon as possible that

they are requiring this leave and agree with their manager, who in turn must agree with the Committee, the amount of time off that they feel they will need. This leave will be taken as unpaid leave.

Once agreed, it is the responsibility of the line manager to inform the Chair of Committee and Payroll Administrator of the time off granted.

Exceptional Circumstances

Should the situation arise whereby the bereavement of the direct family member requires the employee to travel longer distances i.e. abroad, then they should speak with their line manager who, subject to the approval of the Committee, will make the most appropriate arrangements for time off.

In the case of bereavement of other family members (i.e. aunts, uncles, cousins etc) or friends, employees should speak with their line manager to discuss their requirements for time off as necessary – such time off will be expected to be taken as unpaid leave.

8. Jury Service/Witness Summons

Leave of absence will be granted to any employee receiving a summons to service on a jury or appear as a witness provided that the fact is reported to your Line Manager (who reports it to the Committee Chair) and that you claim the loss of earnings from the Court.

Lavington Pre-school will deduct the amount claimed from the court in loss of earnings from your next salary payment.

If it causes difficulty to service provision to release you from work we reserve the right to ask you to reschedule your jury service with the Court Clerk.

9. Time off for Public Duties

You are entitled to reasonable time off from work for public duties e.g. to attend meetings as a magistrate, a local councillor or a school governor. All time off from work to perform public duties must be applied for in advance, giving sufficient notice to your Line Manager & Committee as detailed above.

All time off for public duties will be unpaid.

10. Attendance at Doctors and Dentists Appointments

Employees are required to make every effort to arrange medical appointments in their own time outside normal working hours. If this is not possible, at the discretion of the manager, unpaid time to attend such appointments may be allowed.

Where an employee requests time-off he/she must notify his/her line manager in reasonable time. Where the duration of an appointment exceeds half a normal working day/shift this constitutes a period of sickness absence and the employee must complete a self-certification form (see Sickness Absence Policy).

11. Other Absences/ One-off Emergencies

It is not Lavington Pre-school's policy to grant any other paid or unpaid authorised absence or leave but if special circumstances arise then each request will be reviewed individually, and additional leave may be granted at the discretion of the Committee.

In the case of emergencies such as breakdowns of essential domestic appliances, line managers can agree unpaid leave for time off.

12. Unauthorised Absence

Unauthorised absence or leave without authority is not acceptable and may be the subject of disciplinary action.

You should not leave your place of work during working hours without authority from your Line Manager.

In their absence where you need urgent leave you should seek approval from the Committee Chair (or other member of Staffing Sub-Committee if the Chair is not available).

13. Adverse Weather Conditions/ Natural Disasters

(e.g. ash clouds, snow)

As the heading suggests, there are times when circumstances beyond your control make it difficult for you to attend work.

If you can't get to work for one of these reasons you are expected to contact your manager at the very earliest opportunity to discuss other options. If there are no other options available then your absence will be treated as unpaid leave. Staff are advised not to attempt the journey to work if the conditions are unsafe.

In the event that your manager tells you not to come into work because the workplace has had to close, or it's not safe to travel or there is a need for fewer staff because of the bad weather, you will be paid, even if you could have travelled in.

If you are a parent and your child's school has been closed unexpectedly and you are unable to make alternative childcare arrangements you should also refer to the section on time off for dependants.

14. Maternity Leave

If you become pregnant you will be allowed reasonable time off with pay for attendance at ante-natal clinics. Statutory maternity entitlement will apply as appropriate.

15. Adoption and Parental Leave

Parents and individuals who have acquired formal responsibility for a child eg. Guardians, may be entitled to parental and adoption leave subject to fulfilling certain criteria. Statutory entitlements will apply.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Authorised Absence and Leave Policy and Unauthorised Absence_Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Authorised Absence and Leave Policy and Unauthorised Absence Policy will be reviewed on:

Date:

Signed:

Name:

Post:

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Post:

Lavington Pre-school – Leave request form

As stated in your Contract of Employment, holiday is to be taken outside the pre-school’s published term-time dates, unless agreed in advance by the Manager. The Manager will exercise their own judgement as to whether this request for leave should be granted, taking into account both your reasons for leave and current staffing levels. Thank you in advance for your understanding.

Employee name:			
Job title:			
Start date (if employment started during this school year):			
Total holiday entitlement for this academic year: (Payroll to fill in)			
Amount of holiday remaining prior to request: (Payroll to fill in)			
I would like to apply for the following [days'/sessions'] holiday:			
First day of holiday:			
Last day of holiday:			
Date of return to work:			
Remaining holiday entitlement if leave is granted: (Payroll to fill in)			
Employee signature:		Date:	
Holiday approved / Holiday not approved			
Authorising Manager:		Date:	

Please note reasons why annual leave may be declined:

- If the setting cannot obtain appropriate cover.
- During particularly busy periods, as the setting needs to have appropriate cover.
- If you have insufficient annual leave (eg.you are in your first year of employment and you have not yet accrued sufficient annual leave to cover these dates).
- If the Manager believes that too much term-time leave has been taken already.