



Symphony Learning
TRUST

Leave of Absence Policy 2018-2021

Adopted by Symphony Learning Trust on	Summer 2018
Ratified by Trustees	20 th June 2018
Next Review Due	Summer 2021



1. Purpose

- 1.1 The Board of Trustees recognises the diverse workforce it employees which includes a high percentage of people with caring responsibilities, as well as those with other personal commitments, interests and beliefs and who, at some point within their working lives, may require leave of absence to deal with matters that fall outside of the Attendance Management Policy.
- 1.2 This policy sets out the school's approach for dealing with requests for leave of absence and employees entitlements to paid or unpaid leave. It does not form part of employees' terms and conditions of employment and therefore may be subject to change at the discretion of each school's Local Governing Body.
- 1.3 The Trust will, wherever possible, seek to achieve for its employees a balance between home and work/life and whilst every effort will be made to grant leave in line with this policy, it is recognised that due to the structured nature of the school timetable some requests for leave may not be approved. Any decisions on the granting of leave must be made in a fair and consistent way and also take into consideration the impact of the request on the delivery of teaching and learning within the school.
- 1.4 These leave arrangements have been discussed with the recognised Trade Unions and Professional Association.



2. The Law

- 2.1 Under the Employment Rights Act 1996, as amended, employees are entitled by Law to take reasonable unpaid time off work to deal with unexpected or sudden emergencies involving dependents and to make any longer term arrangements. This right to time off arises in circumstances such as death, sudden illness/hospitalisation, injury or assault of a dependent or the unexpected disruption of a dependents care arrangements.
- 2.2 Other types of leave requested by employees may include statutory leave which the school must adhere to, unless the necessary exemptions can be obtained by the employee and the school.
- 2.3 In the interests of equality, fairness and consistency the granting of leave of absence in this school will be made within the framework of this policy which adheres to specific legislation and relevant conditions of service. For teachers these can be found in the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and

for support staff in the National Joint Council (NJC) for Local Government Services (Green Book).

3. Leave of Absence Table

- 3.1 The table over the page reflects the schools position in relations to all aspects of leave. It has been produced to ensure that the school adopts a consistent approach to dealing with all requests for leave and in addition the decisions on pay.

Leave of Absence Reference Table

1. Emergency & Compassionate Leave		
Leave	Duration	Paid/unpaid
a. Emergency leave: <i>(unforeseen domestic issues)</i>	Immediate 24 hours. Up to 48 hours (max) in crisis situation	Paid, up to 2 days max. Additional time off required after the emergency has passed may be taken using annual leave / working additional hours or as unpaid leave
b. Compassionate Leave: <i>(usually confined to cases of bereavement or extreme dependent care situations/hospitalisation)</i>	Up to 5 days (or an addition 3 days where this follows 2 days emergency leave)	Up to 5 days paid. Or time off may be unpaid / taken as annual leave or working additional hours unless extenuating circumstances
c. Additional compassionate leave: <i>(granted in exceptional/life threatening circumstances)</i>	Up to an additional 5 days (a max. of 10 days leave in total)	Paid leave may be granted
2. Medical & Welfare Appointments		
Leave	Duration	Paid/unpaid
a. Attendance at medical /dental/optician appointments <i>(for employee or dependent)</i>	Time off to be agreed where this cannot be arranged outside of work.	Paid leave may be granted
b. Medical screening i.e. cancer screening / cervical smear test / breast examination	Proof of appointment to be provided.	Paid leave may be granted
c. Blood Donors	To be agreed	Paid leave may be granted
d. Day surgery or inpatient treatment	Proof of appointment to be provided.	To be recorded as sick leave.
e. Bone Marrow Donors	To be agreed	Unpaid
f. Fertility/IVF Treatment	Proof of treatment / appointment required.	Paid leave may be granted Absence to be recorded as sick leave if accompanied by GP fit note. See guidance for more details.
g. Gender Reassignment	Proof of treatment / appointment required. To be agreed between Head Teacher & employee	Paid leave may be granted Absence to be recorded as sick leave if accompanied by GP fit note.

3. Domestic Reasons for Absence		
Leave	Duration	Paid/unpaid
a. Moving house	1 day	Paid leave may be granted
b. Attending relatives wedding/civil ceremony	1 day	Paid leave may be granted
c. Examination & Revision (for study directly relating to their role in school & is approved/funded by school)	<ul style="list-style-type: none"> • Day release • Final revision for exam (equal to the duration of the exam) • Attendance at exam • 3 days study leave (for those undertaking correspondence exams) 	Paid
d. Graduation	1 day	Paid leave may be granted
e. Interviews	Up to 5 days Plus additional 5 days granted at Governors Discretion	Paid leave may be granted
4. Training & Examinations		
Leave	Duration	Paid/unpaid
All staff		
Required Training (as part of their role)	<ul style="list-style-type: none"> • Day release, • Final revision for exam purposes (equal to the duration of the exam) 	Paid, including payment of all fees & relevant expenses NB. Part time employees attending training outside of their contracted hours should be paid.
Individual Training / CPD	<ul style="list-style-type: none"> • Attendance at exam • 3 days study leave for those undertaking correspondence courses (in addition to revision, exam leave) <p>Academies policy does not go into any detail under this section.</p>	Paid leave may be granted
Individual Training / CPD Examinations		Paid leave may be granted
See Appendix II of the Burgundy Book, MEMORANDUM OF AGREEMENT FOR THE RELEASE OF TEACHERS for additional details on teachers who may be External Examiners, Markers, Chairman of Examiner etc.		

5. Other Leave		
Leave	Duration	Paid/unpaid
a. Lecturer (during contractual hours)	Approval required by Head teacher / Governors	Paid leave may be granted. Any fees received by employee should be paid directly to the school.
b. Professional Bodies		Paid leave may be granted where operational needs permit.
c. Participation in Sporting Activities	To be agreed by Governing Body (Supporting information to be provided where applicable)	Paid leave may be granted
d. Career Breaks /Sabbatical	See guidance on Career Breaks & Sabbatical	
6. Statutory Leave		
Leave	Duration	Paid/unpaid
a. Redundancy – support for job seeking/training	Reasonable time – to be agreed between Head teacher & employee with at least 2 years' services	Paid
b. Jury Service or: Formal attendance at court /tribunal or as a witness on behalf of The Crown, Police or Defence, or for either side in a civil case.	On average up to 10 days but can be longer	Paid If unpaid, employees can claim loss of earnings from the court. Where an employee claims from the court, employers can chose to pay a "top up" to ensure that the employee sees no reduction to pay during this time.
c. Magisterial Duties (Justice of the Peace)	Up to a maximum of 18 days, or equivalent half days per annum.	Paid leave may be granted Employees can claim loss of earnings from the court.
d. Other Public Services Duties, including:	An <u>aggregate total</u> of 15 days (or 18 in the case of JP's or 20 in the case of LA Councillors) per annum)	Paid leave may be granted
<ul style="list-style-type: none"> • Local Councillor 	1 days leave on day of poll	Paid
<ul style="list-style-type: none"> • A School Governor / Trustee • Member of any statutory tribunal, for example employment tribunal • Member of health authority • Member of the Environment Agency • Member of the prison independent monitoring boards. 	Up to 5 days per Academic Year.	Paid

6. Statutory Leave continued		
Leave	Duration	Paid/unpaid
Trade Union Duties:	Reasonable time off may be granted (as per section 168 of TULRA). Please contact your HR Adviser	Paid leave may be granted Schools to liaise with HR
Reserve Forces a. Time off for Training b. Mobilisation	To be agreed between Head teacher & employee. Maximum duration of full time service when call out is usually no more than 12 months, although the exact duration will depend on the nature of the deployment.	Paid leave may be granted 2 weeks paid leave may be granted for the annual training camp Unpaid. The employee will receive a salary from the MoD For more details please visit: https://www.gov.uk/employee-reservist
Retained Firefighters, Special Constables and Cadet Corps	Up to 5 days per annum	Paid leave may be granted
Religious Observance & Beliefs	To be agreed between Head teacher & employee. Leave for the purpose of religious observance will be granted, unless there are exceptional circumstances which make it impossible for the employee to be released.	Unpaid or work additional hours.



Appendix A

It is difficult to define precisely **who constitutes a close family relative / dependent**, however, the school would consider that the following people would usual be considered as such for the purposes of this policy:

- Parent / Guardian
- Biological child/Adoptive child/Foster child/ Step child
- Spouse/civil partner/partner
- Brother/sister
- Grandparent
- Mother/Father in law
- Close friends or other family members living in your household as part of the family unit (excluding long term lodgers/visitors)
- Other individuals reliant on the employee for their care.



Appendix B - Application for Leave of Absence

Section A (Application): To be completed by the employee and forwarded to Section B (authorisation) to be completed by Head Teacher/delegated person.

Employees should also check with Pensions whether periods of unpaid leave will effect pension contributions.

Section A - To be completed by the employee (complete grey shaded sections):

1. Personal Details		
Employee Name:		
School / Location:		
Pension Scheme (Y/N):		
2. Type of Leave requested		
3. Duration of leave requested		
From Date:	To Date:	Number of Days/ Hours Requested:
4. Explanation of Reason for Request		
5. Number of Days/Hours Leave already taken within the last 12 months, at the time of this application.		
Authorisation		
Signature:		Date:
Email:		
Telephone Number:		

Section B - To be completed by the Executive Head teacher, Head teacher or Head of School:-

1. Employee Details		
Name:		
School/ Location:		
Pension Scheme:		
2. Leave Requested		
From Date:	To Date:	Number of Days/ Hours:
3. Leave Request		
Approved:		Not Approved:
4. Leave to be Paid / Unpaid (tick)	Paid	Unpaid
5. Reason for Decision (including if declined or partially declined)¹:		
6. Form authorised by:		
Print Name:		Date:
Signature:		
Email:		
Telephone No:		

NB If agreement is reached that the employee uses annual or works flexibly to make up the hours this doesn't need to be recorded as PAID or UNPAID leave. However, the reason for reaching this agreement should be noted in the reason for decision at Section 6.



Leave of Absence Guidance 2018-2021

Adopted by Symphony Learning Trust	Summer 2018
Ratified by Trustees	20 th June 2018
Next Review Due	Summer 2021

Purpose

This document provides detailed guidance to accompany the Leave of Absence Policy document and Reference Table.

2. What is included?

This Leave of Absence policy and guidance does not apply to the following:

- Career Breaks or Sabbaticals
- Statutory Requests for Training & Study Leave (for employers with more than 250 employees)
- Parental Leave

3. Leave Year

- 3.1 Leave of absence will normally be granted on the basis of an academic year
- 3.2 Leave granted for Part Time Staff will be pro rata.

1. Responsibilities of the Head teacher / Delegated Person

- 4.1 In Symphony Learning Trust, the trustees have delegated the authority to grant leave of absence for all staff to the Executive head teacher, Head Teacher or Head of School.
- 4.2 Requests for leave from the Executive head teacher, Head Teacher or Head of School must be submitted to Chair of Trustees.
- 4.3 When a request for leave is received, the relevant manager must:
- Consider the request for leave in accordance with the provisions of this policy
 - Comply with any statutory provisions that may apply in relation to leave of absence
 - Balance the request for leave with the operational needs of the School ensuring that granting the leave of absence would not have a detrimental impact on the school or cause unnecessary disruption to other employees.

- Ensure that any decision does not set a precedent for dealing with similar requests in the future.
 - Ensure that all decisions to grant / reject requests for leave are done so in a fair and equitable way.
- 4.4 All requests for leave should be recorded and requests monitored for the purposes of reporting back to the school's Local Governing Body and Board of Trustees to ensure fairness and consistency of application of the policy.

5. How to Request Leave

5.1 An employee wishing to request leave of absence must:

- Complete the Leave Request Form (Appendix B) and submit it well in advance of the proposed leave dates being requested to the Executive head teacher, Head Teacher or Head of School.
 - Employees must provide as much notice as possible, stating the reason for the request and date(s) the leave is required to and from. Agreement should be reached before the employee takes the leave.
 - Apply for retrospective leave of absence in emergency situations, where it is not possible to submit the Leave Request Form in advance.
- 5.2. Where a request for leave is declined there will be no right of appeal. Employees may raise a grievance if they do not agree with the Executive head teacher, Head Teacher or Head of School decision.

6. Unauthorised Leave

6.1 If an employee has been refused a request for leave and the employee:

- (a) Advises that they will take the time off anyway, or
- (b) Is subsequently absent (for whatever reason) during the time they requested leave, this will be classed as unauthorised leave. In such circumstances, the Executive head teacher, Head Teacher or Head of School. should write to the employee stating the following:

6.3 Where the absence has not yet commenced, advise the employee:

- To reconsider their intention to be absent.
- That if they do not attend work during the requested period, their absence would be classed as unauthorised and would be unpaid.

- The absence may be investigated in line with the Trust's disciplinary.

6.4 Where an employee has taken leave without permission (except in cases where emergency leave is required), advise the employee:

- That the leave request for (dates to and from) was legitimately declined
- The reasons why the request has been declined
- That they were therefore required to attend work as usual
- That failure to attend work during this time is classed as unauthorised absence and may be investigated in line with the Trust's disciplinary policy.

7. Emergency and Compassionate Leave

The law states that employees are entitled by law to take reasonable unpaid time off work to deal with unexpected or sudden emergencies involving dependents.

7.1 Emergency Leave:

7.1.1 Such emergencies covered under this section include (but are not limited to):

- the death of a dependent or immediate family member,
- sudden illness, injury or assault of a dependent,
- sudden hospitalisation of a dependent.
- sudden disruption of childcare/dependents care arrangements.
- Personal emergency situations, including unforeseen domestic issues

7.2 Compassionate Leave

7.2.1 Additional leave granted to allow the employee to deal with any on-going practicalities that require the employees personal may be taken using annual leave, working additional hours or taken as unpaid leave where possible. In cases of bereavement or extreme dependent care situation additional time off may be granted as compassionate leave.

7.2.2 It is appreciated that in such circumstances a request for emergency leave may initially have to be made by telephone and it may not be possible for the employee to do so straight away. However, the employee must inform the school of their circumstances as soon as practically possible.

7.2.3 Where the employee is not well enough to attend work following a bereavement, or other difficult personal situation that has occurred, for example due to the effects of stress, anxiety, or reactive depression, normal sickness reporting and certification procedures will apply.

7.2.4 Emergency or compassionate leave will not be granted to employees accompanying a spouse, partner or relative to a planned doctor's / hospital appointment, therefore alternative options, in line with this policy, will need to be considered.

Appendix A outlines those individuals who would usually be deemed as close relatives or dependents.

7.3 Welfare Counselling

7.3.1 Employees who are experiencing extreme personal difficulties might find it beneficial to speak to someone independent about their situation. The County Council has its own confidential Employee Welfare Service which employees can access. Alternatively, employees may be referred for private counselling by their GP.

7.3.2 Appointments should normally be arranged within the employee's own time. However, where this may not be possible reasonable paid time off may be taken with the agreement of the Executive head teacher, Head Teacher or Head of School.



8. Medical & Welfare Appointments

8.1 It is expected that medical appointments, including visits to a doctor, dentist, optician, clinic or hospital (for employees and / or their dependents who need to be accompanied), will be arranged outside of working hours where practicable. Where this is not possible reference should be made to relevant section of the Leave of Absence table.

8.2 Fertility & IVF Treatment And Gender Re-Assignment

8.2.1 Whilst there is no statutory right to time off for fertility treatment or other elective procedures, sympathetic consideration should be given to employees who require time off to attend medical appointments in relation in such circumstances, e.g. paid or unpaid leave or flexible working patterns may be considered.

8.2.2 If an employee anticipates that they will require time off work for an elective medical procedure or any medical appointments associated with it, they must discuss this with their manager. Given the sensitive nature of such situations each case will be considered on its own merits.

IVF Treatment:

8.2.3 Time off work required for or any medical appointments/treatment required in relation to IVF should be considered in line with any other medical appointments.

8.2.4 Where an employee is unable to work due to the effects of the treatment and they are subsequently signed off work by their GP, this should be recorded as sickness.

absence. It is important to note however, that certain protections may be afforded to employees who are in the latter stages of IVF treatment. Where implantation takes place, the employee will be considered to be pregnant. Where the process is unsuccessful the employee will be protected from discrimination for 2 weeks after being informed that the procedure was not successful.

The IVF process usually takes between 4 to 7 weeks for one cycle.

8.3 Gender Reassignment:

- 8.3.1 Employees who have commenced or completed procedure(s) to change their gender are protected from discrimination under the Equality Act 2010. Employees should discuss what time off is likely to be required with the Executive head teacher, Head Teacher or Head of School. Medical treatment relating to gender reassignment should be managed and recorded as time off in accordance with the Managing Attendance Policy.

8.2.2 Additional time off required to undergo non-medical treatments relating to gender reassignment should be agreed between the employee and Executive head teacher, Head Teacher or Head of School and should be taken as either unpaid leave or an agreement to rearrange working hours or to make up the time at a later date.

Advice should be sought from your school HR Adviser.

9. Domestic Reasons for Leave of Absence

9.1 There may be occasions when employees require time off to deal with other domestic matters such as moving house, to attend a close relatives wedding or civil ceremony, or to attend a graduation ceremony.

9.2 Employees should normally make arrangements for such matters outside of their normal working day. Where this is not possible, leave of absence may be considered in line with the operational needs of the school.

9.3 Time off for Interviews (paid)

Reasonable time off with pay will be granted for employees to attend interviews for other positions within the Trust. Time off for interviews with other employers should be taken as annual leave or unpaid leave if this is possible.

9.4 An employee who is under notice of redundancy has a statutory entitlement to a reasonable amount of paid time off to look for another job, to prepare for and attend

interviews or to arrange training.

9.5 Other requests for leave of absence (for example to take holidays) during term times will only be considered in exceptional circumstances. Any leave granted will be unpaid.

10. Statutory Leave

- 10.1 This section identifies circumstances where there is a statutory requirement to grant leave to an employee (for example for Jury Service, Magistrate Duties etc). Unless otherwise stated, whether the leave is paid or unpaid is at the discretion of the Governing Body/Board of Trustees. The amount of leave granted will be at the discretion of the Executive head teacher, Head Teacher or Head of School, taking into account:
 - How long the duties are likely to take
 - The amount of leave the employee has already have had for undertaking public service duties
 - How taking the time off will impact the school.

10.2 Time Off for Union Duties.

When deciding whether request for paid time off should be granted, consideration would need to be given as to their reasonableness, for example to ensure adequate cover for the provision of the service. Managers and unions should seek to agree a mutually convenient time which minimizes the impact on the school day.

Schools need to consider each application for time off on its own merits; they might also need to consider reasonableness of the request in relation to agreed time off already taken or in prospect.

11. Other Leave

11.1 Religious Observance & Beliefs

Some religions require prayers at specific times of the day. Whilst employers are not required to provide a designated prayer room, Local Governors should endeavor to make a quiet room or area available if at all practical. The Executive head teacher, Head Teacher or Head of School may discuss with the employee a suitable quiet area that might be used for this purpose and any conditions of use that may need to apply, e.g. time of use, changes of use if needed for other activities at other times of the day, and use by employees for non-religious purposes.

11.2 Adverse weather conditions.

Employees must make reasonable attempts to get to work during adverse weather, such as heavy snowfall or flooding.

Employees arriving late will not lose pay, provided the Executive head teacher, Head Teacher or Head of School is satisfied that their arrival time is reasonable, taking account of:

- The distance the employee lives from their workplace;
- Method of transport (including public transport); and
- The prevailing weather conditions.

Alternatively, where attempts to get to work have been made unsuccessfully, the school will consider alternative options to unpaid leave, such as undertaking alternative duties, working from home or making the hours up at a different time.

There is no legal right for staff to be paid by an employer for travel delays (unless the travel itself is constituted as working time or in some situations where the employer provides the transport).

Where an employee has been informed that their child's school has closed due to extreme weather conditions this could be seen as an emergency situation and therefore the above provisions may be applicable (see emergency leave).

12. Pension Implications

12.1 When taking leave, especially where leave is unpaid, employees should seek advice and guidance from their relevant pensions' provider on how this may affect their pension contributions.

 **Appendix A**

It is difficult to define precisely **who constitutes a close family relative / dependent**, however, the school would consider that the following people would usual be considered as such for the purposes of this policy:

- Parent / Guardian
- Biological child/Adoptive child/Foster child/ Step child
- Spouse/civil partner/partner
- Brother/sister
- Grandparent
- Mother/Father in law
- Close friends or other family members living in your household as part of the family unit (excluding long term lodgers/visitors)
- Other individuals reliant on the employee for their care.



Parental Bereavement Leave Guidance

Adopted by Symphony Learning Trust	January 2021
Next Review Due	Change in Regulations



1. Purpose

- 1.1 This document applies to all staff including the Head Teacher/Principal.
- 1.2 The purpose of this document is to set out the statutory entitlements for Parental Bereavement Leave and Pay for eligible employees and to outline the school's approach to managing and supporting employees who have suffered the bereavement of their child. This guidance can be used when the entitlements in the Leave of Absence policies have been exhausted.

2. Leave Eligibility

- 1.1 There is no statutory minimum length of service required for employees to qualify for Parental Bereavement Leave, however employees must provide the relevant notice for taking leave.
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- 1.2 Parental Bereavement Leave can only be taken if the employee satisfies one of the following criteria:
 - - they are parent of the child/baby - either biological, adoptive (and the adoption was not disrupted) or parent of a child born to a surrogate, or
 - they are the partner of the child/baby's parent,
 - **or**
 - the child was living with the employee at their home for at least 4 continuous weeks, ending with the date of death, **and**
 - the employee had day to day responsibility for the child's care during that time.
- 1.3 Where an employee (or their partner was being paid to look after the child, they will not qualify for leave or pay unless they were:
 - a foster parent being paid a fee or allowance by a local authority,
 - reimbursed for expenses related to caring for the child,
 - getting payments under the terms of a will or trust for the child or baby's care.
- 2.4 Eligibility for Parental Bereavement Leave will be for each child for which the employee is bereaved. This includes stillbirths, from the 24th week of pregnancy, up until the child reaches 18 years of age.

3. Leave Entitlement

- 3.1 For each child that has passed away, an employee will be entitled two weeks' parental bereavement leave.
- 3.2 An employee may take this leave, either as:
- a single block of two weeks; or
 - two separate blocks of one week at different times.
- 3.3. Leave may not be taken as individual days.
- 3.4 A week is the equivalent number of days that an employee normally works in a week.
- 3.5 Leave may be taken at any time within the 56-week period, beginning with the date of the child's death. This arrangement recognises that an employee may wish to take leave at times which they may find particularly difficult, for example, the first anniversary of the child's death or on the child's birthday.

4. Pay Eligibility and Entitlement

- 4.1 To qualify for statutory Parental Bereavement, Pay, employees must:
- Have at least 26 weeks' continuous service by the week in which the death of the child occurs, and
 - be paid weekly average earnings over the lower earnings limit (£120 as at April 2020) during the 8 weeks up to the week before the bereavement occurs,
 - still be in employment on the date of the bereavement, and
 - provide the correct notice
- 4.2 Statutory Parental Bereavement Pay will be paid at the statutory rate of £151.20 per week (from April 2020), or 90% of average weekly earnings where this is lower.

5. Parental Bereavement Leave and Other Statutory Leave

- 5.1 Where an employee is currently on statutory leave (for example, maternity leave or paternity leave) when the death of the child occurs, Parental Bereavement Leave must commence once that leave has ended, however, the bereavement leave does not have to be taken immediately after. This includes if the statutory leave is for another child.
- 5.2 Where an employee's Parental Bereavement Leave is interrupted by the start of another type of statutory leave, they can take the remaining entitlement to Parental Bereavement Leave:
- (a) after the end of the other period of statutory leave, and
 - (b) this must be taken in a single consecutive period.

Where an employee chooses, to take their remaining entitlement to parental bereavement leave after the end of the other period of statutory leave, they must provide separate notice in respect of that remaining entitlement.

- 5.3 The remaining Parental Bereavement Leave must still be taken within 56 weeks of the date of the child's death.

6. Notification Requirements

- 6.1 An employee must provide notice of their intention to take parental bereavement leave, using the Application for Leave of Absence form, specifying:
- the date of the child's death,
 - the date on which the employee would like the period(s) of absence to begin, and
 - whether the employee intends that period of absence to be a period of one or two weeks' parental bereavement leave.
- 6.2 An employee taking leave **within 56 days** of the bereavement must advise their manager of their intention to take leave either:
- on their first day of absence from work, or where this is not possible
 - as soon as is reasonably practicable to do so.
- 6.3 An employee who intends to their parental leave (or part of their parental leave) to commence **after 56 days** of the bereavement, must provide one weeks' notice of their intention to take leave.

6.4 Employees do not need to provide proof of the child's death or still birth

7. Cancelling Parental Bereavement Leave

7.1 An employee may cancel any bereavement leave they have requested, for example, if they wish to take this leave at an alternative time, as follows:

- Where leave is requested to commence within the first 56 days of the child's death, the employee must inform the school of their wish to cancel/reschedule this leave before any leave is taken.
- Where the leave is requested to commence after 56 days from the date of the child's death, the employee must provide at least one weeks' notice of their intention to cancel/reschedule this leave.

7.2 Parental bereavement leave that has already commenced may not be cancelled

8. Right to Return to Work Following Parental Bereavement Leave

8.1 An employee who returns to work after a period of parental bereavement leave will be entitled to return to the same job in which they were employed prior to the leave, providing this was:

- (a) an isolated period of parental bereavement leave, or
(b) the last of two or more consecutive periods of statutory leave which **did not** include:

- a period of parental leave of more than 4 weeks; or
- a period of statutory leave (such as maternity/paternity/shared parental leave) which when added to any other periods of statutory leave taken in relation to the same child as the parental bereavement leave, totals more than 26 weeks,

8.2 Where an employee returns to work following a period of more than 26 weeks, is entitled to return to the job in which they were employed before the absence, or, if not reasonably practicable, to another job which is both suitable and appropriate for the employee to do in the circumstances.

9. Supportive Measures

- 9.1 The school recognizes that the death of a child will be an extremely devastating and traumatic life event. The school are therefore committed to ensuring that its employees are fully supported during this difficult time.
- 9.2 Employees and managers should ensure that regular communication, appropriate to the circumstances, to discuss any support that may assist the employee while they are absent and when they return to work.
- 9.3 Employees may wish to access the Employee Wellbeing Service on (insert email address).
- 9.4 Other support agencies that an employee may find useful are listed below:
- www.thelauracentre.org.uk
 - www.bliss.org.uk
 - www.sands.org.uk
 - www.lullabytrust.org.uk
 - www.childbereavementuk.org
 - cruse.org.uk
 - hopeagain.org.uk

10. Sickness Following Bereavement

- 10.1 Where the employee is not well enough to work following the bereavement, or other difficult situation that has occurred, normal sickness reporting and medical certification procedures will apply, and the absence will be considered to as sickness absence.

Appendix A- Application for Parental Bereavement Leave

Section A (Application): To be completed by the employee and forwarded to [Head Teacher/delegated person] to complete **Section B** (Authorisation).

To be completed by the employee:

1. Personal Details		
Employee Name:		
School / Location:		
Date of the bereavement:		
2. Duration of leave requested		
From Date:	To Date:	Number of Days/ Hours Requested:
3. Authorisation		
Signature:		Date:
Email:	Telephone No:	

To be completed by Manager

1. Employee Details		
Name:		
School/ Location:		
Date of the bereavement:		
2. Leave Requested		
From Date:	To Date:	Number of Days/ Hours:
3. Leave to be Paid / Unpaid		
Paid <input type="checkbox"/>	Unpaid <input type="checkbox"/>	
4. Form authorised by:		
Print Name:		Date:
Signature:		
Email:	Telephone No:	