

ATTENBOROUGH LEARNING TRUST

Leave of Absence Request Form

Before completing this form, please read guidance overleaf

Except for unplanned emergencies, an application for leave of absence must be requested in advance															
Name:															
Job Title:															
Date/s of leave requested:															
Number of days absent:				Number of hours absent:											
Time from:				Time to:											
Please state what cover is required (<i>All staff must complete this section</i>):															
Reason for request: <i>Please attach a copy of any relevant appointment letters and if necessary, continue on a separate piece of paper and attach to this form before submitting.</i>															
<i>If leave of absence is not agreed and you are absent from school during these dates, please be advised that the reasons for your absence would be investigated and this could lead to disciplinary action.</i>															
Signed:				Date:											
<u>Once completed, the leave of absence request form must be passed to the Business Manager</u>															
FOR OFFICE USE ONLY															
No. of days or hours already taken in the last 12 months <u>with pay</u>					No. of days or hours already taken in the last 12 months <u>without pay</u>										
No. of days approved				With pay				Without pay				Make up hours			
If request partially approved/not approved, reason for this															
If request approved without pay, reason(s) for this															
Signed: (<i>Headteacher or Deputy Headteacher if the Headteacher is absent</i>)												Date:			

A copy of the completed form will be emailed to you

ATTENBOROUGH LEARNING TRUST

Request for Leave of Absence Guidelines

The Leave of Absence Policy is available on the school SharePoint.

The Headteacher has the discretion to grant paid leave of absence of up to five working days in any academic year for the following reasons combined.

Reason	Max. days allowance
Serious illness or death of a close relative/friend. Attendance at funerals	5
Functions of importance to family members e.g. wedding, graduation ceremony of son/daughter/partner	1
Moving house (on day of move where it is impossible to move during holiday periods)	1
Actual period of Exam, not training	Up to 5
Interview	Up to 5
Observance of religious festivals	1
Annual training for non-regular forces	Up to 5
Attendance as delegate at Religious/Trade Unions/Local Government conference	Up to 5
Attendance Governors meetings as member of Governing Body	Up to 5

Time off for medical visits, health screening and Vivup Counselling

Employees are expected to request medical appointments e.g. doctor, hospital, dentist, health screening outside normal working hours wherever possible and to attend work before/after visits where appropriate. It is recognised that appointments for hospital treatment are generally outside the member of staff's control. Optician's appointments must always be made outside working hours. Time off for ante-natal care is granted as part of an employee's statutory leave. Time off for Vivup counselling will be organised through HR. Information about other statutory leave e.g. maternity, paternity, jury service can be found in the policy.

With the exception of emergencies, advance authorisation to attend such appointments during working hours must be sought from the headteacher. The term 'emergency' means 'an unexpected event requiring immediate attention'. If it has not been possible to submit a request for leave of absence form in advance, this must be completed on your return to work.

If your request for Leave of Absence is not included in the above lists, please provide a letter to the headteacher at the earliest opportunity setting out additional information to support your application. This will be considered with due regard to:

- The operational needs of the school
- The individual needs of the person concerned
- The length of time requested
- The amount of notice given.