

Holyrood R.C. Secondary MC 68 Leave of Absence for Teachers

Applies to permanent teachers and to temporary teachers who are employed on a long term basis. Teachers who are employed on a daily basis will not normally be granted leave of absence.

Requests for leave of absence should be submitted well in advance.

There is not any automatic right to leave of absence without pay. Any teacher who requests unpaid leave of absence should be advised that such leave constitutes a break in service that can affect superannuation payments and pension.

Requests for leave of absence fall into 3 categories but all requests for leave of absence for more than two days in any of the categories should be referred to the Assistant Director of Education.

Category 1

Court Attendance

- A) Jury Service
- B) Witness Service

Medical Treatment

Appointments for optical, dental, orthopaedic or other medical treatment should be arranged outside normal working hours.

If a teacher has a hospital appointment (preventative medical examination) they will be entitled to attend during working hours

Family Illness

If a teacher is absent due to the serious illness of a near relative, in law, co-habitee or foster parent, special leave with pay may be granted for not more than 3 days. HT should contact Ass Dir of Ed if absence is longer than 2 days.

Bereavement

Special leave may be granted for not more than 5 school days.

Leave to move house

If a teacher has to move house due as a result of their place of employment being changed, the Ass Dir may grant 2 days paid leave.

Leave for Examinations

Special leave with pay may be granted to teachers for exams which are applicable to their teaching service. Special leave with or without pay may be granted for revision prior to this.

Category 2

Attendance at a funeral

Appropriate period of time to attend the ceremony may be granted. May also allow paid time off to prepare for the ceremony.

Interviews

If interview is with another authority a teacher will be entitled to up to one day's paid leave. If more than one day, then leave without pay may be requested

Public Duties

J.Ps or members of the Children's Panel will be granted paid leave of absence, as will teachers who are local authority councillors.

Limits on time for this category.

Leave without Pay

Teachers who are members of Parent Council will be granted leave without pay for related duties during working hours.

Other Public Duties

HT may grant leave with or without pay for this

Religious Festivals

Up to 3 days may be granted where religious observance is required outwith current leave and school closure days

Time off to Care for Dependants

HT may grant time off during working hours to care for a dependant, particularly in unforeseen circumstances. Teachers need to inform HT asap and discuss how much time they are likely to need off.

The teacher may be granted up to 1 day's paid leave. Any further leave will be unpaid and shouldn't normally last more than 2 or 3 days in total.

HT has the right to refuse requests if the same teacher makes them on a regular basis.

To attend a wedding

Up to 1 day unpaid leave may be granted to attend a wedding. Does not relate to a teacher's own wedding.

Category 3

Concerns leave of absence which must be referred to Ass Dir Ed

Marriage during term time – not normally granted

Employment Tribunal

If connected with their employment with the council, teacher will be given reasonable leave of absence with pay

Election Duties

Leave of absence, without pay, will be granted to teachers who are parliamentary candidates or election agents for maximum of 4 weeks at election time.

Service in Non – Regular Forces

Social Purposes

For teachers who carry out duties of an honorary, charitable or philanthropic nature may be entitled to up to 1 day's paid leave.

Meetings or Conferences

Participation in international amateur sporting events

Special Cases -Decision by Exec Dir

Appeals