

Special Leave for Teachers

MC 68

Holyrood R.C. Secondary
Wednesday 17th February 2016

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- Requests for special leave should be submitted well in advance
- There is no automatic right to leave of absence without pay
- Such leave constitutes a break in service that can affect superannuation payments and pension.
- 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

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Category 1

- Court Attendance – Jury Service / Witness Service
- Medical Treatment – appointments for optical, dental, orthopaedic, or other medical treatment should be made outside normal working hours.
Hospital appointments can be attended during working hours
- Family Illness – if absence is due to the serious illness of a near relative, in-law, co-habitee or foster parent then special leave with pay may be granted for not more than 3 school days. The A.D.E. should be contacted if the absence is longer than 2 days

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- Bereavement – special leave with pay may be granted for not more than 5 school days if absence is due to death of near relative etc
- Leave to move house – only if a teacher has to move house due to their place of employment being changed.
- Leave for examinations – special leave with pay may be granted to teachers for exams which are relevant to their teaching service.

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- Category 2
- To attend a funeral [though not normally a full day unless close relative]
- Interviews – for an interview with another authority teachers will be entitled to one day's paid leave
- Public Duties – J.Ps. or members of Children's Panels will be granted paid leave of absence as will teachers who are local authority Councillors
- There are limits on time for public duties.

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- Religious Festivals – up to 3 days paid leave may be granted where religious observance is required outwith current leave and school closures
- Time off to care for dependants – time off may be granted during working hours , particularly in unforeseen circumstances. Teachers need to discuss how much time off is needed with HT. 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.
- The 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's unpaid leave may be granted. This does not relate to the teacher's own wedding.

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- Category 3 – must be referred to the Assist't Dir of Ed
- All applications for leave of absence in this category must be made in writing to the HT not less than two weeks in advance of the absence
- Marriage during term time - not normally granted
- Employment Tribunal
- Election duties
- Service in Non – Regular Forces
- Social Purposes
- Participation in international amateur sporting events

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- Special Cases
- Appeals