

Time Off Work Policy

DOCUMENT CONTROL

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Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

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1. INTRODUCTION

Supporting staff with a fair and consistent approach to non-sickness absence enables us to ensure that as a caring employer we balance staff's responsibility to the Trust with important life events/issues outside of the Trust. We encourage a positive attendance culture, and we support staff to have the time needed for important non-work life events/issues. The key aim of the policy is to encourage a positive attendance culture and ensure a fair and consistent processes for non-sickness absence for all staff as a supportive approach.

2. POLICY STATEMENT AND APPLICATION

Cumbria Education Trust (the Trust) is committed to ensuring that employees who wish to be absent from work during their contracted working days/hours have a fair and consistent approach to support them. This approach is focussed on important life events/issues that are reasonable in the context of positive workplace wellbeing, rather than for all requests, so that the burden of staff absence is not unduly carried by colleagues. By taking a fair, consistent, and proportionate approach this policy ensures everyone has a framework for non-sickness absence that is workable for all.

This policy provides for key scenarios likely to be experienced by staff – yet is not exhaustive and careful consideration will need to be given to respond fairly and sympathetically to each request recognising individual circumstances. The need for reasonableness in the management and request for time off is a fundamental principle. This policy aims to maintain consistent, positive practices to minimise the negative effects on students' learning and the imposition of increased pressure on colleagues. This may not entail identical decisions in all cases, as each case will be assessed according to the circumstances.

When considering requests for leave of absence, which requires discretion to be exercised, the Headteacher or appropriate manager should have regard to fairness and consistency within the context of:

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

Absence from duties will be recorded for reference purposes and consistency of approach and authorised absence under the terms of this policy must be used for the purpose specified alone. Failure to comply will be dealt with under the Disciplinary Procedure and may result in disciplinary action, up to and including dismissal.

Arrangements for absence because of personal illness, injury or other disability and payment during that period are covered under the Sickness Absence Management Policy and Procedure. This document does include guidance on paid time off for hospital and medical screening arrangements for maternity, and adoption leave are not covered by this policy as they are covered by statute and the Conditions of Services for School Teachers in England and Wales and in the case of support staff, by the NJC Conditions of Service for Local Government Services.

Any appeals arising from a decision under this policy should be made to the Headteacher. Any further appeal thereafter should be made through the Trust's Grievance Procedure.

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This policy applies to all employees.

3. PRINCIPLES

The provisions for time off are not intended to replace the need to use annual or unpaid leave (where these are available), but to reduce the burden on employees. All requests for time off will be considered carefully and sympathetically, taking into account the needs of the Academy/Service. The provisions do not cover all eventualities, nor prescribe time off in a rigid way. They do aim, however, to promote a consistent and fair approach whilst dealing with each application on its own merits.

Time off in relation to sickness absence is separate from other time off provisions. This document does include guidance on paid time off for hospital and medical screening appointments.

Cumbria Education Trust Acknowledge that its' employees can experience personal difficulties from time to time. This document encompasses a blend of statutory and local provisions enabling line managers/Headteachers to exercise compassion as a good employer, allowing employees to take time off to deal with domestic incidents.

4. REQUESTING NON-SICKNESS ABSENCE

Where possible all requests must be made in writing (email is acceptable) to the Line Manager as detailed in this policy. Requests for leave should be made as soon as possible to allow time for considering the request and informing an employee of the academy's decision.

It is recognised that this may not be possible, for example, when absence relates to a sudden domestic emergency; in this case you must notify of the absence by 7:30am on the day of absence. In all cases employees must also notify their direct line manager.

In all cases – care must be taken by employees and the academy to ensure cover is provided.

Where the Policy and Procedure refers to a close family member, this is defined as:

- Parent
- Spouse
- Partner
- Sibling
- Child
- Grandparent
- Grandchild
- Parent-In-Law
- Daughter or Son-In-Law

Where the Policy refers to a dependent, this is defined as:

- Spouse
- Child
- Parent
- Person living in the same household (who is not a lodger or an employee e.g. a nanny)

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Approval to take time off is subject to the needs of the Academy/service, the reasons for the request, and working arrangements. Due to operational demands, it is not possible for every time off provision to apply at all times

All absences should be reported to CET Trust HR and recorded within the Trusts' HR Software.

Should further clarification be required in relation to this guidance please contact CET Trust HR.

1. Family Leave

Further guidance on the following procedures can be downloaded from Cumbria Education Trust website your school office or CET Trust HR here

- Maternity Leave and Pay
- Adoption Leave
- Paternity Leave/Maternity Support Leave
- Additional Parental Leave
- Shared Parental Leave
- Neonatal Care Leave
- Bereaved Partner Parental Leave

2. Antenatal Care

Pregnant employees are entitled to paid time off to attend antenatal appointments, however they are expected to arrange such appointments at times convenient to both themselves, colleagues, and the school, and must provide proof of their appointments upon request.

Employees who are fathers, partners and civil partners of pregnant women are entitled to attend up to two antenatal appointments of up to 6.5 hours each to accompany their partners. Proof of appointments must be provided on request.

3. IVF Appointments

Employees should discuss the requirements of any fertility treatment with your Leadership Team/Line Manager as soon as possible to agree how the appropriate time off may be accommodated within work patterns and workload requirements. Although there is no statutory obligation to allow time off for IVF treatment, the Trust will grant up to five days' paid leave in any one 12-month period.

If further absences are required within any one-year period, the Headteacher or appropriate line manager, at their discretion, may grant unpaid leave of absence.

Following implantation, a woman is regarded as being pregnant from the point of the implantation and is protected under the Equality Act 2010 pregnancy legislation.

4. Foster Care

Up to 5 days (pro rata for part time staff) additional paid leave of absence per year can be granted to any member of staff undertaking training relating to their role as a foster carer (or applicant foster

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carer). For any member of staff who is following the Fostering to Adopt process the adoption procedure would apply.

5. Career break

A career break is designed to provide employees with the opportunity to take an extended unpaid break of between 3 and 12 months.

6. Religious Holidays

All requests for time off for Religious Holidays will be considered carefully. The Trust will consider reasonable accommodation, under Equality Act 2010, of requests for time off to observe religious holidays.

All employees, whatever their religion or belief, will be treated equally in this respect and time off and annual leave requests should be submitted for approval in the usual way.

7. Personal Medical/Dental Appointments

There is no automatic entitlement to paid leave for doctor or dental appointments. Wherever possible there is an expectation that such appointments will be made outside of school / working hours or a non-working day if possible. If this is not possible, any leave may be granted at the discretion of your Line Manager if cover can be provided.

The school will aim to approve such reasonable requests, however, where this affects timetabled activities or pre-arranged duties the Trust may ask employees to seek a re-arrangement of the appointment and decline the absence request. Adequate notice will help ensure requests are supported where possible.

Where time off is requested to attend an emergency medical/dental appointments reasonable paid time off will be granted at the discretion of the line manager.

8. Accompanying a Child or Dependent Relative to Medical Appointment

Leave for up to five days in aggregate in any 12-month period may be granted at the discretion of the Headteacher or Manager. Proof of medical appointments should be provided upon request.

9. Elective/Cosmetic surgery

Elective surgery; surgery that is not considered to be medically necessary, inclusive of cosmetic surgery for the purpose of enhancing appearance through surgical and/or medical techniques.

This type of elective surgery should not be classed as sick leave and paid time off will not be applicable unless the elective surgery is at a Doctor's recommendation. In such cases normal provisions for hospital appointments will apply.

Any subsequent sickness absence due to the effects of, or as a result of the treatment e.g. complication following surgery, will be deemed sick leave and normal sick pay provisions will apply.

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10. Gender reassignment

The Equality Act 2010 protects anyone who proposes to start, starts or has completed a process to change their gender from discrimination.

Time off required because of gender reassignment, such as counselling, advice or surgery is protected under the Equality Act and will be treated as absence due to personal / medical appointments and managed sensitively.

It is recognised that the transition process and the time required will differ for each individual. Upon confirmation from an employee that they are starting, have started, or are in the process of transitioning a confidential action plan should be agreed in order to manage and support their transition at work and any time off that may be required.

In instances where employees reveal information about their gender identity this information will be kept confidential and will not be revealed to without the employee's consent.

The Trust will support employees through their transition process, respecting their individual circumstances and seeking the employee's consent in all relevant matters.

11. Emergency Domestic Reasons

The Headteacher or Line Manager has discretion to allow additional leave up to a maximum of five days, however they will always consider each set of circumstances on their facts. The fact that leave may be given in a particular instance is not to be taken as precedent for future requests.

A maximum of five days' leave with or without pay may be granted to any one employee in a 12-month period. While the individual circumstances of the case will always be considered, leave in excess of this shall not normally be granted. Consideration will be given to staff who can offer to "pay back time" either in the form of additional cover periods for teaching staff or additional time for support staff.

In addition, all employees have a statutory entitlement to a reasonable amount of unpaid time off to deal with domestic incidents; these are defined in the legislation as incidents where it is necessary for an employee to take action which is:

- To provide assistance when a dependant falls ill, gives birth, or is injured or assaulted.
- To make arrangements for the provision of care for a dependant who is ill or injured.
- In consequence of the death of a dependant.
- Because of the unexpected disruption or termination of arrangements for the care of a dependant.
- To deal with an incident which involves a child of the employee, and which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for him/her.

N.B. A dependant is also any person who reasonably relies on the employee for assistance but does not live with them or is any person who is reliant upon the employee for making arrangements for care e.g. an elderly relative who does not live with the employee.

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12. Carers Leave

Employees are entitled to take up to one week of unpaid Carer's Leave in any rolling 12-month period in order to provide or arrange care for a dependant with a long-term care need.

This is a day one right, meaning there is no minimum service requirement.

For the purposes of this policy, one week of leave is equivalent to the employee's normal working week. For part-time employees, the entitlement will be applied on a pro-rata basis.

12.1 Definition of a Dependant with a Long-Term Care Need

A dependant for the purposes of Carer's Leave is someone who relies on the employee for care and includes:

- A spouse, civil partner, child, or parent
- A person living in the same household (excluding tenants, lodgers, or employees)
- Any person who reasonably relies on the employee for care

A long-term care need is defined as:

- An illness or injury (physical or mental) that requires or is likely to require care for more than 3 months
- A disability as defined under the Equality Act 2010
- Care needs related to old age

12.2 How Leave Can Be Taken

Carer's Leave can be taken in a flexible manner to support individual circumstances. It may be taken:

- As a single block of one week
- As individual days
- In half-day increments

Leave does not need to be taken on consecutive days.

12.3 Notification Requirements

Employees should give notice of their intention to take Carer's Leave as early as possible and, wherever practicable:

- At least twice the length of the leave requested (e.g. 2 days' notice for 1 day's leave), or
- Such shorter notice as is reasonable in the circumstances

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Employees are not required to provide medical evidence or detailed personal information regarding the dependant.

12.4 Postponement of Leave

The Trust may postpone a request for Carer's Leave where the operation of the school or service would be unduly disrupted.

Where leave is postponed:

- The Trust will consult with the employee
- An alternative date will be agreed
- The leave will be rescheduled within one month of the original request

Carer's Leave will not be unreasonably refused.

12.5 Pay and Conditions

Carer's Leave is unpaid. During the leave period:

- The employee's continuity of service is preserved
- All contractual terms and conditions (except pay) remain in place

Employees will not be subjected to any detriment or less favourable treatment as a result of:

- Requesting or taking Carer's Leave
- Exercising their statutory rights under this provision

The Trust may, in exceptional circumstances, consider providing additional unpaid or paid leave at its discretion to support employees with significant caring responsibilities

13. Statutory Parental Bereavement Leave and Pay

Key points of the legislation are:

- The legislation applies to employees who are the parents of a deceased child under the age of 18, or those who suffer a stillbirth at 24 weeks or more.
- Parental bereavement leave is a 'day one' employment right, meaning there is no minimum service requirement.
- Leave is to be taken in blocks of one week and can be either one block covering two weeks; or two separate blocks of one week taken at different times.
- Leave is to be taken within 56 weeks of the date of the death of the child. This is to allow flexibility for parents e.g. if they wish to take leave on the anniversary of their loss.

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To provide additional support to employees in these circumstances it has been agreed that the qualifying period for receiving parental bereavement pay will be removed and this will be a day one right for employees. It has also been agreed that the statutory payment will be uplifted to full pay.

Time off which is classed as Statutory Parental Bereavement should be recorded in the usual way, and you must give your employer notice before taking the time off.

14. Bereaved Partner Paternity Leave

With effect from 6 April 2026, this day one provision has been introduced to allow the partner of the mother or primary adopter to take up to a single block of 52 weeks of unpaid leave, in the event that they die in the first year from the child's birth or adoption. The employee must have main responsibility for the child.

15. Death of Close Family Member

Upon the death of an employee's close family member an employee shall be granted leave up to a maximum of five continuous calendar days without loss of pay.

Additional days off with or without pay may be granted at the discretion of the Line Manager/Headteacher.

16. Illness / Death of Family / Close Friends Other Than Above

At the discretion of the Headteacher or Line Manager, up to five days' leave in aggregate in any 12 month period in the case of death/illness of other close family/close friend who are living with/dependent upon the employee.

17. Funeral

Up to one day's paid leave will be granted, at the discretion of the Headteacher or line manager, to attend a funeral. Allowance for time off will count towards the entitlement detailed in 12, 13 and 14 above.

18. Court Appearance

An employee attending court as a witness, as a direct consequence of their employment with the Trust, will receive normal pay (and normal expenses where these are necessarily incurred). In all other circumstances time off to attend as a witness or litigating on your own behalf will be without pay. Appearance as the accused or as the plaintiff will be without pay. Annual leave will normally be granted as an alternative if requested.

19. Jury Service

A member of staff will be granted leave of absence for jury service or similar public services if summoned. If the timing of the duty is at a crucial time in the academic year, staff are asked to request a deferral to a date that is more acceptable.

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In very exceptional circumstances an individual's absence from work at the time called may cause substantial disruption for Cumbria Education Trust. In such circumstances an application may be made to the court to excuse the individual from Jury Service. In these circumstances advice should be sought from CET Trust HR Team.

Employees will continue to be paid whilst on jury service at their normal rate of pay. Where an allowance is claimable for loss of earnings the employee should claim this allowance and any monies received from the court in respect of loss of earnings will be deducted from salary.

If on any day or any half day during the Jury Service period, the employee's services are not required at the court they may be expected to return to work for that day/remaining part of the day. Under pension regulations, payment of contributions must be paid by an employee for all periods of absence arising from Jury Service and will be made through salary in the normal way.

20. Leave to Attend Job Interviews

Employees invited to attend job interview within the Trust will be granted reasonable time off to attend where this is an internal vacancy. Reasonable time off without pay will be allowed for all other interviews. Alternatively, employees may use annual leave or flexi leave (if a flexi scheme is in operation) as appropriate.

An employee who has been given notice of redundancy will be allowed to take a reasonable amount of time off with pay to look for new employment or to make arrangements for training for future employment.

This right is dependent on the employee having at least one years' continuous employment by the date on which the notice is due to expire, or by the date on which it would expire had the statutory minimum period of notice been given.

21. School Governors

Employees appointed as School Governors /LAB Member may be granted up to a maximum of 6 half days (3 days) paid leave per annum per school.

Additional leave without pay may be granted as necessary by the Senior Leadership Team subject to the requirements of the school and Academy requirements.

22. Right to Request Training

With effect from 6 April 2010 the statutory Right to Request Time Off for Study was introduced. Eligible employees can submit a request for time off for any study or training that they believe will improve their effectiveness with the Trust and in the performance of their duties. The Trust is not obliged to automatically agree to such a request but is under a duty to consider and discuss the request with the employee. In order to qualify to make a request under the Act an employee will have to have been in employment with that employer for over 26 weeks.

23. Study Leave and examinations

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Employees who are undertaking exams relating to their role will be granted leave of absence with pay on the day of the examination, plus leave with pay up to the equivalent of one days' leave per examination for final revision purposes, up to a maximum of three days per annum. Unpaid leave may be granted for all other examinations at the discretion of the Headteacher or Line Manager.

24. Trade Union Members

Employees who are trade union members are allowed to take reasonable time off work to take part in the following trade union activities:

- To take part, as a representative or delegate, in meetings of the trade union executive committee or annual conference.
- Voting at the workplace in union elections.
- To attend union meetings called during working hours.

Such time off will normally be without pay unless otherwise agreed and be subject to the prior approval of the Headteacher or Line Manager. There is no right to time off for trade union activities which themselves consist of industrial action.

If an official or a member of a union is refused time off for trade union duties/activities, then they have the right to complain to an industrial tribunal within three months of the refusal.

25. Trade Union Officials

Employees who are trade union officials (an employee who has been elected or appointed by a union to be a representative of the union members in a workplace) should be allowed "reasonable" time off work with pay, ("reasonable" means that the employer can take account of the needs of the business), subject to appropriate prior approval, to undertake the following duties:

- Collective bargaining with the appropriate level of management.
- Informing employee members about negotiations or consultations with management.
- Meeting with other lay officials or with full-time union officers on matters which are concerned with industrial relations between his/her employer and any associated employer and their employees.
- Interview with and on behalf of employee members on grievance and discipline matters concerning them and their employer.
- Appearing on behalf of constituents before an outside official body, such as an employment tribunal, which is dealing with an employee relations matter concerning the employer.
- Explanations to new employees whom he or she will represent of the role of the union in the workplace employee relations structure.

Where there is some element of doubt as to whether a matter is a trade union duty, the Trust will exercise discretion.

26. Training For Trade Union Officials

Trade union officials should be allowed a reasonable amount of time off work up to 5 days annually with pay in order to attend relevant training courses approved by the official's union. Such time off is always subject to the prior approval of the Headteacher.

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27. Trade Union Safety Representatives

Employees who are Trade Union representatives are allowed time off, with pay, in order to carry out their duties or to receive appropriate training in health and safety matters.

28. Chief Examiner/Assistant Examiner/Moderator Meetings

Chief Examiner – up to 10 days per year, paid if Examining Body reimburse the school.

Assistant Examiner – up to 5 days per year, paid if Examining Body reimburse the school.

29. Volunteer Emergency Services

Subject to needs of the organisation, employees who volunteer with emergency services will be granted up to 5 additional days leave in respect of any mandatory training which is required by the emergency agency.

Employees should meet with their Headteacher / Line Manager to discuss the impact of emergency volunteering on their work role with a view to reaching agreement on how this will be managed.

30. Other Types of Leave

a. Holiday During Term Time

Annual Leave for Term Time Employees

Except in the most compelling circumstances and at the discretion of the Headteacher or Line Manager permission will not be granted for term time only employees to take leave of absence during term time. Permission will not be granted to take leave of absence prior to or at the end of school holiday periods to allow extended holidays or cheap flights.

If an employee finds themselves in a situation where their residential partner is compelled to take their main holiday during term time for such reasons as staggering of holidays in industry, they should, in the first instance, discuss with the Headteacher or line manager the possibility of requesting unpaid leave.

Annual Leave for All-Year-Round Employees

Employees who work on an all-year-round contract are entitled to take annual leave at any point during the leave year, including during term time. All requests for annual leave must be submitted in advance and will be approved subject to the operational needs of the school and the requirement to maintain appropriate staffing levels. Approval is not automatic, and the timing of leave may be restricted where granting the request would adversely affect service delivery.

b. Special Events

It is recognised that there may be one off, significant events when employees may wish to take time off work. For example; University Graduation of immediate family, child starting their first day at primary school a nativity play or a leavers assembly.

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There is no prescribed maximum number of instances per leave year and Line Managers/Headteachers have the discretion to authorise such leave as paid or unpaid. Each application will be considered carefully, on its' own merits.

c. House removal/relocation

Homeowners or tenants in own right who, on appointment, live more than 30 miles from the new place of work and sell their home within a reasonable period, may be granted up to one days paid leave for actual house removal. There is no right to paid time off work for those who move house which is not linked to changing jobs. Unpaid leave is at the discretion of the Headteacher/ Line Manager.

d. Weddings / Civil Partnerships

Leave without pay for the day of the wedding, at the discretion of the Headteacher/ Line Manager of:

- Parent
- Child
- Brother/sister
- Close family relative

Staff's own weddings/civil partnerships should not be scheduled on school days during term time.

e. Participation in Sporting Events

Paid leave of up to 3 days per year may be granted for participation in sporting events such as Commonwealth Games or Olympics. The employee must request the leave as soon as is practicably possible and at least one term in advance.

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APPENDIX 1

Para.	Leave of Absence Type	Time Off	Paid/Unpaid	Comments
1	Family leave i.e. maternity, adoption, paternity	Refer to separate Family Leave Procedure		
2	Antenatal Care	Time off to attend Appointments	Paid	Pregnant Employee. Proof of appointments may be requested.
		2 x antenatal appointments (up to 6.5 hours for each)		Partner of pregnant individual. Proof of appointments may be requested.
3	Fertility Treatment	Up to 5 days pro-rated for part-time staff	Paid	Following implantation, a woman is regarded as being pregnant from the point of the implantation and is protected under the Equality Act 2010 pregnancy legislation.
4	Foster Care – training related to role.	Up to 5 days, pro-rated for part-time staff	Paid	At the discretion of Line Manager/Headteacher.
5	Career break	3 -12 months	Unpaid	Requests must be submitted in writing to Line Manager/Headteacher
6	Religious Holidays	Discretionary	Discretionary	Requests must be submitted in writing to Line Manager/Headteacher
7	Personal Medical/Dental Appointments	Wherever possible should be taken in own time. Reasonable time off for appointment and reasonable travel	Discretionary	The employee must contact school following the reporting sickness absence procedures. The employee will be recorded as sick as they are not fit to be in school
8	Accompanying a child or dependent relative to a medical appointment	Time off for appointment and reasonable travel	Paid	The appointment letter must be shared when making the request. Part-time staff must try and have the appointment on a non-working day
9	Elective/Cosmetic surgery	(Elective) Should be arranged during school closure periods	Unpaid	Subsequent absence due to the effects of the treatment will be deemed sick leave & normal provisions will apply
		(Drs. Recommendation) Time off for appointment and reasonable travel	Paid	
10	Gender reassignment	As necessary and will be treated as personal / medical absence & normal provisions will apply	Paid	

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11.	Urgent Domestic Care	Up to 5 days leave	Discretionary	Individual circumstances of each case to be considered.
12.	Statutory Parental Bereavement Leave and Pay	Up to 2 weeks	Paid	Both leave and pay are a day one right.
13.	Bereavement Partner Parental Leave	up to 52 weeks	Unpaid	
14.	Death of Close Family Member	Up to 5 continuous calendar days	Paid	Additional days off with or without pay may be granted at the discretion of the Line Manager/Headteacher.
15.	Illness / Death of family / Close Friend	Up to 5 days aggregated across 12 months	Discretionary	Individual circumstances of each case to be considered.
16.	Funeral	1 days	Paid	Counts towards the allowance at 14 and 15 above.
17.	Court Appearance	As a direct consequence of their employment with the Trust In all other circumstances	Paid Unpaid	Annual leave will normally be granted as an alternative if requested.
18.	Jury Service	Employees are entitled by law to have time off for Jury Service	Paid	Employees will continue to be paid whilst on jury service at their normal rate of pay. Where an allowance is claimable for loss of earnings the employee should claim this allowance and any monies received from the court in respect of loss of earnings will be deducted from salary.
19.	Leave to Attend Job Interviews	Reasonable time, including travel for internal interview processes External – general interview for vacancy External - Under notice of redundancy	CET Interview – Paid Unpaid Paid	
20.	School Governors	Up to 6 half days/3 day	Paid	Additional leave without pay may be granted as necessary by the Senior Leadership Team subject to the requirements of the school and Trust requirements.
21.	Right to Request Training	Statutory entitlement	Discretionary	

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22.	Study Leave and examinations.	1 day per exam + 1 revision day per exam	Paid	
23.	Trade Union Members	Reasonable time	Discretionary	
24.	Trade Union Officials	Reasonable time	Paid	
25.	Training for TU Officials	Reasonable time – up to 5 days	Paid	
26.	Trade Union Safety Representatives	Reasonable time	Paid	To carry out their duties and attend training.
27.	Chief/Assistant Examiner/Moderator Meetings	Chief Examiner – up to 10 days Assistant Examiner – up to 5 days	Paid if Examining Body reimburse the school.	
28	Volunteer Emergency Services	Up to 5 days for mandatory training	Paid	In agreement with Headteacher.
29	Other Types of Leave			
29.1	Holidays During Term Time	Full Year Employee - Reasonable time, normally a maximum of 10 days. Term Time Employee – expected to take leave during closure periods		Where operational requirements allow. In exceptional circumstances.
29.2	Special Events	Reasonable time	Discretionary	Individual circumstances to be considered
29.3	House Removal/Relocation	30+ miles relocation/CET transfer - up to 1 days	Paid	
29.4	Wedding Civil/Partnerships	Day of the wedding	Unpaid	Discretion of Line Manager/Headteacher
29.5	Participation in Sporting Events	Up to 3 days for participation in major events / representing country.	Paid	The employee must request the leave as soon as is practicably possible and at least one term in advance.

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SCHEDULE 1

DOCUMENT CONTROL – RECORD OF CHANGES

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001	June 2024	Original.
002	June 2026	Reviewed in light of recent legislative changes. Clarification included regarding annual leave during term time.

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