

HAVEN HIGH TECHNOLOGY COLLEGE

POLICY ON LEAVE OF ABSENCE

It is important that the college has a full compliment of staff. However, illness is unavoidable. When staff are ill they should inform college as soon as possible following the guidelines as specified in the supplement to the college handbook.

For other leave of absence the following will apply:

- Holidays should not be planned to overlap with term time. If a flight is delayed then time off will be given and will be without pay.
- Time off for funeral of immediate family member will be with pay. Unpaid leave will be given in the case of distant relative or non-family member.
- Time off for the wedding of an immediate family member will be one day with pay. Leave will be granted for any distant or non-family member's wedding but this will be without pay.
- Graduation ceremonies for son/daughter will be 1 day with pay. Leave will be granted for distant or non-family members graduation ceremonies at the Executive Headteacher's discretion
- Staff should endeavour to make medical/dental appointments after school. Time off for hospital appointments will be at the Executive Headteacher's discretion.
- Attending the hospital with a partner, spouse or children will be at the Headteacher's discretion
- Attending Children's events at the Headteacher's discretion
- Staff will be granted leave of absence at the Executive Headteacher's discretion in the case of sick children. This will normally be the first day only with pay. Staff should endeavour to make alternative arrangements after one day if possible.
- In the case of serious illness of a child/close relative the county policy will be adhered to.

(Immediate family member: Son, Daughter, Mother, Father, Sibling, and Grandparents)

This policy was written after discussion with a cross section of staff members and updated with regard to "rarely " cover.

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