



LEAVE OF ABSENCE POLICY

December 2010

Review Date – December 2011

Leave of Absence Policy Statement

Introduction

The Governing Body of Beacon Hill recognise that there are many reasons why employees might require leave of absence away from work to ensure an appropriate work-life balance.

This policy has therefore been produced to accompany our statement relating to work life balance and reaffirm our commitment of "...supporting, encouraging and enabling all employees to maintain a healthy balance between their work and other interests and responsibilities in their life."

The timing and amount of leave required or wanted will vary with the event, the employee's personal circumstances and the degree of flexibility the employee already has in their current working arrangements.

It may well be that the options available within this policy may not be appropriate and in such circumstances employees, as part of our commitment to work life balance, are directed to alternative school based policies such as:

- Flexible working policy & procedure
- Procedures relating to maternity/paternity and adoption leave
- Procedures for implementing rarely cover and other statutory regulations relating to workload levels of employees within school.

Scope

The following options relating to leave of absence have been determined by the Governing Body, taking account of statutory entitlements, national terms and conditions of employment, as well as local agreements made from time to time with recognised trade union/professional associations.

Where leave is at the discretion of the Governing Body we have determined that this is delegated to the Headteacher to implement as part of their day-to-day management responsibilities of the school. Where a decision is reached in such circumstances the applicant does not have a right of appeal against the decision reached.

Any decisions made will be in line with our commitment to work life balance and taken without regard to a person's race, age, disability, gender, sexual orientation, religion, belief or position within the school. This will be assured through adherence to the Equality Impact Assessment accompanying this policy and via an annual report to Governors assessing the impact of this policy upon staff.

Making / recording requests

Requests for time off should be made initially to the Headteacher on the generic leave of absence request form enclosed at appendix 1, unless otherwise stated in this document. Where this is the case reference will be made to the relevant procedure for requesting such leave of absence.

It is the responsibility of the Headteacher to record all requests for leave of absence under this policy to ensure consistency of approach and ensure data is available for an annual report to governors on the effectiveness of the policy.

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LEAVE OF ABSENCE POLICY

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Absence due to adverse conditions (e.g. severe weather conditions, foot and mouth disease)	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>An employee is expected to make every attempt to get to their place of work.</p> <p>Where it proves impossible for an employee to do so, it is left to the discretion of the Governing Body to determine if an individual will be granted paid/unpaid leave of absence. Headteacher to contact Chair of Governors.</p>
Adoption Leave		<p>An application for adoption leave should be made to the Governing Body.</p> <p>For further information, see Maternity Packs for Teaching and Support Staff.</p> <p>(See Appendix A for the Council's adoption leave form: please see guidance notes within the Maternity Packs).</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Antenatal Care	<p>All pregnant employees are entitled to reasonable time off for antenatal care.</p> <p>All time off for antenatal care must be paid at the employee's normal rate of pay. These rights apply regardless of the employee's length of service.</p>	<p>Employees are not required to present an appointment card to their Headteacher as Evidence but should be able to do so if requested.</p> <p>For further information, see Maternity Packs for Teaching and Support Staff.</p>
Award Ceremony	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>It is recommended that, when attending a ceremony to receive a degree, an honour or decoration in relation to your work, a reasonable amount of paid time off should be granted. . Where it is for a close family member, leave will be granted without pay.</p>
Bereavement	<p>Following the death of a close relative e.g. spouse, child, parent or partner, leave of absence will be granted for employees.</p> <p>As per Council policy, it is recommended that a maximum of three days, with pay, at any one time may be granted to an employee but this may be extended according to the individual case.</p>	<p>Where the employee has the responsibility for making the funeral arrangements (or other responsibilities arising from the bereavement), additional leave may be granted. Any absence after three days will normally be without pay.</p>
Breast and Cervical Cancer Screening	Reasonable time off with pay will be granted to employees when attending breast and cervical /cancer screening.	<p>Employees are not required to present an appointment card to their Headteacher as Evidence but should be able to do so if requested.</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Campaigning as an Official Candidate at a General/European Election	NO STATUTORY OR COUNCIL ENTITLEMENT	No entitlement to leave of absence during school hours.
Domestic Emergency	<p>A special leave of absence may be granted for employees in exceptional personal circumstances (e.g. unforeseen domestic or personal emergency).</p> <p>As per Council policy, in exceptional personal circumstances, it is recommended the employee may be granted a maximum of three days paid/unpaid leave at any one time: this may be more according to the individual case.</p> <p>An extension, up to a further two days' paid/unpaid leave of absence, may be granted at the discretion of the Governing Body, depending on the circumstances of the individual case.</p>	<p>Staff are expected to inform school on a daily basis whether they require additional days.</p> <p>Any leave between three to five days will normally be without pay. It is not expected that a Domestic Emergency will last over 5 days.</p> <p>In cases of sudden domestic emergency, sick child or dependant or accidents that occur during the school day, a member of staff will be granted leave for the rest of that day with pay to attend to the emergency as long as their absence can be safely covered in school. This is at the discretion of the Headteacher.</p> <p>A form must be completed on return to work.</p>
Driving Tests	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>Where no possible alternative is available, sufficient time out of school may be granted to take the test. However, it is expected that arrangements should be made outside school hours.</p> <p>Leave of absence will be unpaid.</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Examination Board Duties	Teaching staff terms and conditions as set out in the <i>Burgundy Book</i> (see Appendix II).	<p>Leave will be granted as necessary but is conditional on the staffing needs of the school at the appropriate time.</p> <p>It is left to the discretion of the Headteacher to determine if an individual will be granted leave of absence and it will be unpaid.</p>
Examination Leave	<p>Leave of absence with pay to be granted to Officers for the purpose of sitting for <u>examinations applicable to the needs of the school</u>.</p> <p>In addition, leave of absence with pay may be granted for the purpose of final revision in the period preceding the examination according to the circumstances of each case.</p> <p>For further guidance, please see Teaching staff terms and conditions as set out in the <i>Burgundy Book</i> (see P.18 and Appendix II).</p>	Reasonable paid leave of absence will be granted to employees taking nationally recognized examinations applicable to the needs of the school.
General/European Election	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>It is recommended that paid time off may be allowed if the absence can be managed without any detriment to the service.</p> <p>It is left to the discretion of the Governing Body to determine if an individual will be granted leave of absence.</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Holiday Outside the Normal or Fixed Leave Period	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>It is left to the discretion of the Governing Body to determine if an individual will be granted leave of absence.</p> <p>It is not expected that leave of absence for holidays will be granted in term time other than in exceptional and unavoidable circumstances. Application should be in writing to the governors before holiday is booked. Any leave granted would be without pay.</p> <p>It is expected that employees will arrange their holidays within the terms and conditions of their employment. Personnel can be contacted if this needs to be clarified.</p>
Hospital Appointments	Reasonable time off with pay will be granted to employees when attending hospital appointments.	Employees are not required to present an appointment card to their Headteacher as Evidence but should be able to do so if requested.
House Removal	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>It is expected an existing employee will arrange the removal outside of their normal working day.</p> <p>On first taking up an appointment with the Authority, where relocation expenses are being paid, one day's paid leave will be granted for the removal to a new home. Subsequent removals should be arranged during school holidays.</p> <p>The Governing Body will grant up to one day's</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
House Removal Continued	NO STATUTORY OR COUNCIL ENTITLEMENT	paid leave of absence for the purpose of moving house if this is absolutely essential.
Interviews	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>If an employee requires leave of absence to attend an interview , it is recommended that a reasonable amount of paid leave will be granted.</p> <p>Consistency will be ensured amongst all staff.</p> <p>Employees MAY be required to present evidence to the Headteacher to verify their interviews.</p>
Jury Service, Serving on Public Bodies or Undertaking Public Duties	<p>An employee has a contractual right to be granted paid leave of absence to attend Jury Service or if they are requested by the Court to appear as a Court Witness or whilst serving on Public Bodies or undertaking Public Duties.</p> <p>See terms and conditions listed in: Teaching staff terms and conditions as set out in the <i>Burgundy Book</i>. Support staff terms and conditions as set out in the <i>Green Book</i>.</p>	<p>Employees may be required to present evidence to the Headteacher to verify these duties.</p> <p>(See Appendix B for guidance on employees taking Jury Service).</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Magistrates' Duties	It is Council policy that any employees, who are Magistrates, should be allowed time off with pay for a maximum of twenty six sittings (half days) in any one year. Any other time off in excess of twenty six sittings should be taken from the employee's holiday entitlement or as time off without pay.	
Time Off for Governors' Duties	The Employment Protection (Consolidation) Act 1978 refers to an obligation to give reasonable time off for public duties, specifically including members of managerial governing bodies of State schools.	<p>Often such time off is paid with the amount of time granted being dependent on the circumstances.</p> <p>The majority of Governors' time is required outside of normal office hours. When time is required within a normal working day, it is a maximum of five sittings (half days) should be allowed in any one year with pay.</p> <p>Each request will be assessed on its merit with regard to the reasons given by the employee and the effect of their absence on the school.</p>
Maternity Leave		For further information, see Maternity Packs for Teaching and Support Staff.

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Maternity Support Leave	See also Paternity Leave and Parental Leave.	<p>An application should be made to the Governing Body.</p> <p>For further information, see Maternity Packs for Teaching and Support Staff.</p> <p>(See Appendix C for the Council's maternity support leave form: please see guidance notes within the Maternity Packs).</p>
Medical Appointments	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>Employees are expected to arrange routine non-urgent medical appointments (eg doctor, dentist and others) outside of normal working hours or requests could be refused.</p> <p>It is left to the discretion of the Headteacher to determine if an individual will be granted paid/unpaid leave of absence. If the Headteacher is satisfied an alternative appointment outside of the normal working day could not be arranged and the treatment is essential, time off may be granted. Employees will be required to produce evidence of their appointment upon request.</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Military Training -Territorial and Auxiliary Forces (TA)	<p>Volunteer members of the Non-Regular Forces who attend summer camp should be granted leave additional to their normal annual leave.</p> <p>It is recommended that two weeks' additional annual leave is granted for camp with pay where an employee's annual leave entitlement is four weeks. In the case where an employee's basic leave is more than four weeks, it is recommended they be granted one or two weeks' additional leave with pay.</p> <p>It is also recommended that paid leave will be granted to members of the T.A. who are required to undertake additional training to their attendance at summer camp and who are unable to arrange for such training to be on days when they would normally not be working.</p>	
Parental Leave		<p>For further information, see Maternity Packs for Teaching and Support Staff. (See Appendix D for the Council's parental leave form: please see guidance notes within the Maternity Packs).</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Paternity Leave		<p>For further information, see Maternity Packs for Teaching and Support Staff.</p> <p>(See Appendix E for the Council's paternity leave form: please see guidance notes within the Maternity Packs).</p>
Religious Festivals/ Ceremonies	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>If an employee wishes to take leave of absence outside of their normal working time to celebrate a religious festival/ceremony, time off may be granted without pay. Provided the absence can be managed without any detriment to the Service.</p> <p>A calendar of religious festivals can be found under www.support4learning.org.uk/shap</p>
Safety Representatives/ Committees	<p>Safety Representatives and Safety Committees Regulations 1977 state: Safety Representatives have a right to time off with pay to carry out their duties as a Safety Representative. Safety Committee Members have a right to time off with pay to attend meetings of the Committee and other activities.</p>	<p>Any employee who is a safety representative or a member of a Safety Committee will be allowed a reasonable amount of leave with pay to undertake any work related to their role or to attend training related to their duties.</p>
Secondment	Secondment applies to all members of staff.	<p>Employees are required to place their request for secondment to their Governing Body via the Headteacher for approval.</p> <p>It is left to the discretion of the Headteacher and Governing Body to decide who will be granted a secondment.</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Secondment Continued	NO STATUTORY OR COUNCIL ENTITLEMENT	<p>It needs to be taken into consideration the length of absence an employee requires and whether the necessary arrangements to ensure the work of the secondee can be carried out satisfactorily in their absence.</p> <p>A secondment is temporary although there is no set time period to complete a secondment. The Governing Body may wish to agree a timescale. See Secondment policy (See Appendix F for an example of the secondment leave form: please insert your school name).</p>
Sick Leave	<p>An employee has a contractual right to be granted paid leave of absence when ill in accordance with their Conditions of Service.</p> <p>Teaching staff terms and conditions as set out in the 'conditions of service for schools teachers' - <i>Burgundy Book</i>.</p> <p>Support staff terms and conditions as set out in the 'pay and conditions of service' - <i>Green Book</i>.</p>	<p>Employees are requested to contact school by 8 00 am on the first day of absence and to inform school of likely or expected duration of absence. Daily contact is very helpful in managing the school.</p>
Time off for Dependants	<p>This right allows employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies concerning a dependant.</p>	<p>Staff will be able to have time to deal with serious issues in relation to children or other close dependants. They will be paid for the first day of any time taken unless the close dependant is in hospital when 2 days with pay will be granted.</p> <p>The amount of time off will vary according to</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
<p>Time off for Dependants continued</p>	<p>It is expected that any time off is to make any necessary longer term arrangements.</p> <p>The emergency must involve a dependant of the employee. A dependant is someone such as the husband, wife, child or parent of the employee and includes someone who lives in the same household as the employee.</p> <p>Employees do not have to complete a qualifying period in order to take time off in an emergency</p>	<p>the circumstances of the emergency. In most cases, one or two days off will be sufficient to deal with a problem. A form will need to be completed on return to work. Employees must inform school, as soon as practicable, the reason for their absence and how long they expect to be absent from work. Daily contact with school should be maintained in order to ensure the efficient delivery of Service.</p>
<p>Trade Union Duties and Activities</p>	<p>In accordance with Council Policy, a reasonable amount of paid leave should be granted to a recognized trade union representative to attend relevant training sessions, meetings and to represent their members. For example:</p> <ul style="list-style-type: none"> ▪ Association Secretaries' Meetings ▪ Regular consultation meetings with the Authority ▪ Consultation meetings such as budget setting ▪ Casework particularly during potential redundancies and redeployment ▪ Local Authority Working Groups <p>Up to forty days in total can be claimed per Union per year for work carried out for local activities.</p>	<p>Where Trade Union activities have a direct impact on school (e.g. school reps. briefings and training) guidance will be sort from the Burgundy Book (Page 18 and Appendix III) on the elected representative's entitlement to paid leave of absence.</p> <p>For local (40), regional and national activities (50) the officers should access the 90 days facility time to discharge their duties. Should a Trade Union use over and above the allocation of 90 days in total during the year for work carried out; the Governing Body determines that leave of absence, if granted, will be unpaid.</p> <p>(Leave of absence for Safety Representatives and duties relating to Safety Committees are</p>

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
<p>Trade Union Duties And Activities continued</p>	<p>In addition, up to fifty days can be claimed by each Union for National and Regional work which relates to work of the Authority. Union Officials will be paid by their Unions for all other national and regional activities.</p>	<p>mentioned separately within this Policy). (See Appendix G for the claim form which should be authorised by the nominated trade union officer).</p>
<p>Voluntary Reserve Forces</p>	<p>If mobilization should occur, an employee, who is a Reservist, is called into full time service with the Regular Forces in order to make them available for military operations.</p> <p>In the case of:</p> <p>Voluntary mobilization the employee involved will notify the school and consent is required from the school.</p> <p>Compulsory mobilization the employee will also notify the school, they will be accompanied by a letter for their employer and the Reservist's mobilization papers.</p> <p>The Reserve Forces (Safeguard of Employment) Act 1985 provides protection for a Reservist by making it unlawful for an employer to terminate their employment without their consent because they have a liability to be mobilized. It is advised that</p>	

Reason for Leave	Leave Entitlement (Statutory or Council Policy)	BEACON HILL POLICY
Voluntary Reserve Forces continued	<p>The Reservist is permitted leave of absence and, on their return, they are reinstated to their former post or offered a suitable, alternative post.</p> <p>See website – www.sabre.mod.uk</p>	
Wedding	<p>Staff are expected to ensure that their own wedding arrangements are organized outside of school time.</p>	<p>Staff are expected to ensure that their own wedding arrangements are organized outside of school time. Staff will be able to request leave in school time to attend the wedding of a close relative. This will be unpaid and prior permission from governors will be required. Leave will not normally be given to attend the wedding of other people.</p>
Speeding Course		<p>Staff are expected to organise this course outside school time if at all possible. If this is not possible ½ day leave of absence without pay.</p> <p>Staff may be asked to provide evidence of their attendance at the course.</p>

Beacon Hill School

APPLICATION FOR ADOPTION LEAVE
(In accordance with the Council's agreed scheme)

TO BE COMPLETED BY APPLICANT

Surname:..... Forename(s):.....
Home Address:.....
School:..... Employee Number:.....
Post:..... Commencement Date:.....
Expected date child is to be placed for adoption:.....
Relationship to child:.....
Supporting evidence supplied YES/NO.....(see guidance note in Maternity Pack)

PERIOD OF LEAVE REQUESTED

Table with 2 columns: From, To. Header: INCLUSIVE DATES (Please state a.m./p.m., if appropriate)

Signature of Applicant:..... Date:

Please forward this Form to your Head Teacher

TO BE COMPLETED BY CHAIR of GOVERNORS/HEADTEACHER (see guidance note in Maternity Pack)
Is this application supported: YES/NO Letter issued to applicant: YES/NO
Comments:
Signature: Date:.....
THIS SECTION FOR OFFICE USE [] Comments:
Number of weeks/days* granted
Leave not granted (*delete as appropriate)

Beacon Hill School

Jury Service

When an employee undertakes jury service, the following procedure takes place:

1. A 'Jury Service Pack' is sent directly to the employee at their home address from the Courts. This includes all the relevant forms they need to complete in relation to the jury service and claiming for expenses.
2. In this pack, there is a form enclosed called 'Certificate for loss of earnings or benefits form'. This form should be completed prior to attending the jury Service and, via the headteacher, sent to Employee Services, Quadrant East, Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY
3. Once the employee has attended jury service, they will receive a 'Remittance Advice' which shows the costs incurred and the expected loss of earnings: the appropriate adjustments are then made to their pay. This information should also be forwarded, via the headteacher, to Employee Services, Quadrant East, Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

Beacon Hill School

APPLICATION FOR MATERNITY SUPPORT LEAVE
(In accordance with the Council's agreed scheme)

TO BE COMPLETED BY APPLICANT

Surname:..... Forename(s):.....

Home Address:.....

School:..... Employee Number:.....

Post:..... Commencement Date:.....

Relationship to child:.....

Supporting evidence supplied YES/NO(see guidance note in Maternity Pack)

Sc3 Self Certificate supplied YES/NO.....(see guidance note in Maternity Pack)

PERIOD OF LEAVE REQUESTED

Table with 3 columns: INCLUSIVE DATES (Please state a.m./p.m., if appropriate), Number of Working Days, and sub-columns for From and To.

The expected date of birth of the child is:

Note: for those employees wishing to spread their five days' maternity support leave over separate occasions, an application form should be completed on each occasion.

Signature of Applicant:..... Date:.....

Please forward this form to your Headteacher

TO BE COMPLETED BY CHAIR of GOVERNORS/HEADTEACHER (see guidance notes in Maternity Pack)
Is this application supported: YES/NO
Comments:
Signature:..... Date:.....

THIS SECTION FOR OFFICE USE
Number of weeks/days* granted
Leave not granted (*delete as appropriate)
Comments:

COPIES OF FORMS TO BE SENT TO: Employee Services, Quadrant East,
Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside,
NE27 0BY

Beacon Hill School

APPLICATION FOR PARENTAL LEAVE
(In accordance with the Council's agreed scheme)

TO BE COMPLETED BY APPLICANT

Surname:..... Forename(s):.....

Home Address:.....

School:..... Employee Number:.....

Post:..... Number of hours/Days per week:.....

Expected date of Childbirth:.....

PERIOD OF LEAVE REQUESTED

INCLUSIVE DATES (Please state a.m./p.m. if appropriate)		Number of Days
From	To	

Reason for Leave:.....

.....
.....

Relationship to child:.....

Supporting evidence supplied YES/NO.....(see guidance note
in Maternity Pack)

Signature of Applicant:..... Date:

TO BE COMPLETED BY CHAIR of GOVERNORS/HEADTEACHER (see guidance note in Maternity Pack)

Is this application supported: YES/NO

Comments:
.....
.....

Signature:..... Date:.....

THIS SECTION FOR OFFICE USE

Comments:

Number of weeks/days* granted

.....

Leave not granted

.....

(*delete as appropriate)

.....

COPIES OF FORMS TO BE SENT TO: Employee Services, Quadrant East,
Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside,
NE27 0BY

Beacon Hill School

**APPLICATION FOR PATERNITY LEAVE
(In accordance with the Council's agreed scheme)**

TO BE COMPLETED BY APPLICANT

Surname:..... Forename(s):.....

Home Address:.....

School:.....Employee Number:.....

Post:.....Commencement Date:.....

Relationship to child:.....

Supporting evidence supplied YES/NO:..... (see guidance note in Maternity Pack)

Is request for one week's Maternity/Adoption Support Leave (at full pay) and one week's paternity leave (at SMP rate) – (see guidance note in Maternity Pack) YES/NO

SC3 Self Certificate Supplied YES/NO:.....(see guidance note in Maternity Pack)

PERIOD OF LEAVE REQUESTED

INCLUSIVE DATES (Please state a.m./p.m., if appropriate)		Number of Working Days
From	To	

The expected date of birth of the child is:

Note – for those employees wishing to spread their paternity leave over separate occasions i.e. one week or two, an application form should be completed on each occasion.

Signature of Applicant:..... Date:.....

Please forward this Form to your Head Teacher

<p>TO BE COMPLETED BY CHAIR of GOVERNORS/HEADTEACHER (see guidance note in Maternity Pack)</p> <p>Is this application supported: YES/NO</p> <p>Comments:</p> <p>.....</p> <p>.....</p> <p>Signature:..... Date:.....</p>

THIS SECTION FOR OFFICE USE

Comments:

Number of weeks granted

.....

Leave not granted

.....

.....

COPIES OF FORMS TO BE SENT TO: Employee Services, Quadrant East,
Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside,
NE27 0BY

Beacon Hill School

Secondment Application

_____ School

Name: _____

Post: _____

Employee No: _____

Place of Secondment: _____

I wish to make application for secondment in accordance with the Council's agreed scheme.

My secondment will involve:

The date(s) of secondment will be:-

From: _____ To: _____

Signed: _____ Date: _____

FOR SCHOOL USE:

Approval

The secondment requested above is approved.

Signed: _____ Date: _____
(Chair of Governors/Headteacher)

COPIES OF FORMS TO BE SENT TO: Employee Services, Quadrant East,
Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside,
NE27 0BY

Beacon Hill School

CLAIM FORM FOR TRADE UNION FACILITY TIME

This Claim Form should be used by Union/Association Secretary/Officer and should relate to activities concerned with Education Provision in North Tyneside

Name of Union/Association: _____

Name of Officer: _____

Pay-roll Number: _____ Term: _____

School: _____

Area of Activity: _____

(e.g. Association Secretaries' Meetings, Consultation Meetings, Working Group, Training, regional, national work which relates to the Authority). In the case of regional and national work, please show how it relates directly to North Tyneside Council.

Time spent on Activity: _____ (Hours/Days)

Date/s of Activity: _____

To Be Completed By Nominated Trade Union Officer

*Local	*Regional	*National
--------	-----------	-----------

*Deletes as appropriate

Signature: _____

Name (in capitals) _____

Schools will be reimbursed according to the time spent on the activity. This will exclude any other provision made to pay for regional and national work which relates to the work of the Authority.

Please return this Form to:-
COPIES OF FORMS TO BE SENT TO: Employee Services, Quadrant East, Second Floor (right), Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY



Leave of Absence Request

Name

.....
.....

Date of Absence

.....
.....

Expected Time of Absence

.....

Leave of Absence requested for:

.....

LOA POLICY SECTION

.....

For Office use only:

Authorised by:

.....
.....

Supply required YES/NO

.....

Dear

Thank you for your request for Leave of Absence on:

.....
.....

I am pleased to inform you that this Absence has been granted in line with

Sectionof the Leave of Absence Policy

This absence is:-

WITH PAY

WITHOUT PAY

Head Teacher/Deputy Head Teacher

