



Inspire Multi Academy Trust

Leave of Absence Policy

Policy Reviewed	July 24
Policy Adopted by Board of Trustees:	July 24
Review Frequency	As Required
Date of Next Review	As Required
Responsible Officer	Joanne West
Signed on behalf of the Board of Trustees:	S Ruffell

Policy Outline

Reviewing the Policy

TfC People Services Team will keep the operation of this policy under review and will make such changes to the policy as deemed appropriate following consultation with the trade unions, where appropriate.

Personalising the Policy

TfC People Services Team has developed a number of model policies for schools to consider and adopt as their own. There is only one section within this policy which requires either amendments and/or replacement in order to ensure the policy is accurate in setting out your operational requirements. We advise that this section is checked prior to the policy being adopted.

The relevant section in this policy we advise you consider is:

[Section 4](#) Making a request for leave of absence. Schools should include in this section who will have responsibility to deal with leave of absence requests. Throughout the policy Headteacher has been included for dealing with each stage. Where the process is not dealt with by the Headteacher, the school may wish to personalise throughout.

[Appendix 1](#) A template 'Leave of Absence Request Form' is attached to the Policy as Appendix 1. Schools can consider whether to use this form, amend it, or whether to substitute the form with their own.

Consultation with recognised trade unions has been undertaken prior to the issuing of this model policy. Should you wish to make amendments to the contents of this policy (save for those as set-out above in 'Personalising the Policy') then you may need to enter in further consultation with recognised trade unions. Please seek advice from your allocated Business Partner.

In addition, the term 'school' referred to in this policy means: all schools whether maintained, non-maintained or independent schools (including academies, free schools and alternative provision academies), maintained nursery schools and pupil referral units. This term could be amended throughout the policy where deemed appropriate by the setting.

Summary of Changes

The 2022 Leave of Absence policy has been reviewed and there were no significant changes made to this model policy.

Equality Impact Assessment

As with all policies that affect service users, the wider community or employees, schools should undertake an analysis of the potential equality impacts and record that assessment.

Contacts for help and assistance

Please contact your allocated Business Partner within the TfC People Services Team for help and assistance in applying the content of this policy. Alternatively, you can email the TfC People Services Team at; PeopleServices@togetherforchildren.org.uk

Contents

1	<u>Introduction</u>
2	<u>Data Protection</u>
3	<u>Employee Health & Wellbeing</u>
4	<u>Making a Request</u>
5	<u>Responsibilities</u>
5.1	<u>Employee Responsibility</u>
5.2	<u>Headteacher's/Line manager's/ Trust Board responsibilities</u>
6	<u>Types of Leave of Absence</u>
6.1	<u>Adoption Leave</u>
6.2	<u>Annual Leave</u>
6.3	<u>Appointment Interviews</u>
6.4	<u>Ante-Natal Care</u>
6.5	<u>Bereavement Leave</u>
6.5.1	<u>Parental Bereavement Leave</u>
6.6	<u>Carers Leave / Emergency Time off to Care for Dependents</u>
6.7	<u>Compassionate Leave</u>
6.8	<u>Domestic Emergencies</u>
6.9	<u>Elective Surgery or Dentistry</u>
6.10	<u>Fertility Treatment</u>
6.11	<u>Flexible Working</u>
6.12	<u>Career Break</u>
6.13	<u>Maternity Leave</u>
6.14	<u>Maternity Support Leave</u>
6.15	<u>Medical Appointments</u>
6.16	<u>Medical Screening</u>
6.17	<u>Paternity Leave</u>
6.18	<u>Parental Leave</u>
6.19	<u>Attendance in court as a witness</u>
6.20	<u>Statutory Leave of Absence for Public Duties</u>
6.21	<u>Jury Service</u>
6.22	<u>Religious Festivals, Holy Days and Cultural Observance</u>
6.23	<u>Severe Weather Conditions</u>
6.24	<u>Study Leave</u>
6.25	<u>Time off for Official Trade Unions Duties</u>
6.26	<u>Volunteer Reserve Forces</u>
6.27	<u>Leave Requested in Special Circumstances</u>
7	<u>Further Relevant Information</u>
Appendix 1	<u>Leave of Absence Request Form</u>

1 Introduction

- 1.1 The entitlements to leave of absence are set out in national and local agreements, as well as in statutory requirements covered in legislation such as the Trade Union and Labour Relations (Consolidation) Act 1992, the Employment Relations Act 1999, the Employment Act 2002 and the Work and Families Act 2006.
- 1.2 This policy aims to maintain consistent, positive practices to minimise the negative effects of absence on pupil's learning and the imposition of increased pressure on colleagues. This may not entail identical decisions in all cases, as each individual case will be assessed according to the circumstances at the time of the request. Leave of absence may be defined as leave given in addition to annual leave and may be paid or unpaid.
- 1.3 As a Trust, we are committed to providing equal opportunities for all, and support flexible working practices as to enable employees balance the demands of domestic and work responsibilities, particularly at times of urgent and unforeseen need, providing paid or unpaid leave as appropriate.
- 1.4 Where possible, a flexible approach will be adopted to enable staff to meet these different demands. This will only be achieved if staff recognise their responsibilities with regard to making reasonable adjustments to working hours and using annual leave where circumstances allow. When considering requests for leave of absence which require discretion to be exercised, the Trust will have regard to fairness and consistency within the context of:
- the operational needs of the Trust;
 - the individual needs of the person concerned;
 - the length of time requested;
 - in some cases, the amount of notice given.

Who does the policy apply to?

- 1.5 This policy will apply equally to all employees of the Trust.
- 1.6 Employees can request a copy of any additional policies referred to within the Leave of Absence Policy from their line manager or Trust office.

Consistency of Treatment and Fairness

- 1.7 The Trust board is committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including where the duty to make reasonable adjustments applies. The Trust board is aware of the guidance on the Equality Act issued by the Department for Education.

2 Data Protection

- 2.1 When managing an employee's leave of absence, the Trust processes personal data collected in accordance with its data protection policy. Data collected from the point at which an employee begins leave of absence is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their leave of absence. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the company's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the company's disciplinary procedure.

3 Employee Health & Wellbeing

- 3.1 Throughout our policies it sets out the measures which the Trust will take to support all employees in maintaining their health and wellbeing at work. We are committed to creating an environment that promotes good mental health and where staff can thrive and feel supported. However, we recognise that when an employee is requesting leave of absence, deepening on the circumstances it may be an anxious time for those involved.
- 3.2 Ultimately it is the Chair of Trustees/CEH who are responsible for ensuring, so far as reasonably practicable, that the health and wellbeing of the affected employees is considered at all times and that the relevant officer(s) appointed to deal with these requests are continuing to support our wellbeing strategy.
- 3.3 The Chair of Trustees/CEH are also responsible for ensuring that the health and wellbeing of those officers handling and considering these requests feel supported throughout the process.

4 Making a request for Leave of Absence

- 4.1 Requests for planned leave of absence should be submitted in advance using the Trusts Leave of Absence Request form; the granting of leave of absence (outside of any statutory entitlement to time off) is not an automatic right.
- 4.2 Requests for planned leave of absence should be submitted to the appropriate line manager in line with the Trust Scheme of delegation who will consider and respond to the request in writing, in line with this policy.
- 4.3 There may be some circumstances where a request in writing in advance is not possible i.e. when requesting time off to deal with an emergency. In these circumstances employees should make it clear that they wish to request leave of absence when contacting their line manager to notify them of the emergency situation. Agreement for leave and on what basis (paid or unpaid) should be sought, at the very least verbally, prior to absence commencing. In these circumstances it may be necessary for the leave of absence request

form to be submitted by the employee retrospectively and the decision recorded on the employee's return to work.

- 4.4 Where leave of absence be granted the Trust reserves the right for it to be granted either on a paid or unpaid basis dependent on circumstance and in conjunction with this policy.
- 4.5 The decision to grant time off in accordance with this policy should be confirmed in writing using the form attached ([appendix 1](#)) along with on what basis it was agreed, i.e. paid or unpaid.

5 Responsibilities

5.1 Employee's responsibilities

- Raise planned leave request in advance and to provide reasonable notice where appropriate.
- Complete the appropriate leave of absence form at the earliest opportunity.
- Be aware of different leave arrangements and follow the relevant process.

5.2 Headteacher's responsibilities

- Responsible for the application of this policy
- Be aware of the policy and the various causes of absence.
- Understand how to apply this policy and do so consistently.
- In circumstances where leave is requested for time off in emergency situations, keep accurate records of telephone calls/conversations with employees and the outcome of such conversations. This should include what was agreed and on what basis i.e. period of agreed absence and whether paid or unpaid.

6 Types of Leave of Absence

6.1 Adoption Leave

For further detailed guidance, please refer to the Trust's **Maternity /Adoption Rights Policy**.

6.2 Annual Leave

Please refer to the **Annual Leave Policy**.

6.3 Appointment Interviews

All staff under notice of redundancy may take reasonable paid leave to attend selection interviews for jobs or to undertake training opportunities.

Where staff are applying for employment in other schools/ academies it is likely that an interview will be held within term time. The Trust has discretion to allow reasonable paid leave for such interviews. Requests to take leave to attend an interview must be made to the Headteacher (or in the case of the Headteacher to the CEH, or in the case of the CEH, to the Chair of the Trust Board) in advance of the event.

6.4 Ante-Natal Care

For further detailed guidance, please refer to the Trust's **Maternity/ Adoption Rights Policy**.

6.5 Bereavement Leave

Bereavement leave is paid leave that allows an employee time off to deal with their personal distress and related practical arrangements, primarily, but not limited to, when a member of their family dies.

The length of paid bereavement leave granted to an employee is at the discretion of the Headteacher. In practice it is difficult to prescribe an appropriate amount of bereavement leave, however, a maximum of 5 days paid leave should be used as a guide in the event of the death of the employee's:

- Husband, wife or civil partner
- Partner
- Child
- Parent/guardian (or step parent/guardian)
- Brother/sister (or step brother/sister)
- Mother in law/father in law
- Grandparent
- Any other dependant (defined as a person who relies on or requires the aid of an employee for substantial support)

Please note that the above list is not exhaustive, and consideration should be given dependent on the individual circumstance.

Where an employee requires additional support before or after bereavement it may be appropriate to grant compassionate leave.

Headteachers (or in the case of the Headteacher, the CEH, or in the case of the CEH, the Chair of the Trust Board) should also consider if employees require additional bereavement leave to accommodate the customs of different religions and faiths.

6.5.1 Parental Bereavement Leave

From 6 April 2020, parents or adults with parental responsibility will be entitled to two weeks' leave following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.

Adults with 'parental responsibility' include adopters, foster parents, guardians and kinship carers (who may be close relatives or family friends that have assumed responsibility for looking after a child in the absence of parents).

Employees with 26 weeks' continuous service will receive paid leave at the statutory rate and other staff will be entitled to unpaid leave.

Leave can either be taken in a block of one week, two consecutive weeks or two separate weeks at different times, however it cannot be taken as individual days. The leave must be taken within a 56-week window from the date of the loss of the child, to allow time for moments such as anniversaries, and notice requirements will be flexible so leave can be taken without prior notice.

If taking another type of statutory leave (for example, maternity leave or paternity leave) on the loss of a child or if a child is stillborn, Parental Bereavement Leave must start after the other leave has ended but does not have to be taken immediately after. This includes if the statutory leave is for another child.

Should Parental Bereavement Leave be interrupted by the start of another type of statutory leave, the employee can take their remaining entitlement to Parental Bereavement Leave after that other leave has ended.

Any remaining Parental Bereavement Leave must still be taken within 56 weeks from the loss of the child.

6.6 Carers Leave / Emergency Time off to Care for Dependants

Carers can be defined as:

Carer	People who look after a relative, partner, friend or neighbour who needs support because of age, physical or learning disability or illness, including mental illness. This does not mean a Care Worker or Care Staff who are paid to provide care as part of a contract of employment.
Parent Carer	Parent of a disabled child. A child who needs additional care needs and may need additional services.
Young Carer	Persons under the age of eighteen who have caring responsibilities for another family member who is unwell (from either physical or mental illness) or disabled.

However, the Trust recognises that employees may have caring responsibilities that do not fall within the official definition detailed above

therefore all employees who care for a dependant are entitled to the provisions in this section.

A 'dependant' is defined as the husband, wife, partner, child or parent of the employee. The definition of dependant also includes someone who lives in the same household as the employee such as a stepparent or grandparent, but does not include tenants, boarders or someone who may be employed as, for example, a live-in house-keeper.

In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency, for example, for an elderly aunt who lives nearby or an elderly neighbour.

Reasonable paid time off may be granted in order to:

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

In the short term the Headteacher may use their discretion to grant an employee paid leave of up to 5 days per academic year in order to support emergency caring responsibilities.

On most occasions one day's leave, with pay, should be sufficient to deal with an emergency. Normally, any extension beyond a day will be without pay. (E.g. if a child falls ill with chickenpox, the leave should be enough to help the employee deal with immediate care of the child and make longer-term arrangements.)

This provision is for genuine emergencies and is not intended to be used in circumstances where an employee knows in advance that the problem is going to arise i.e. planned medical appointments for dependants.

Where an employee requires a long-term arrangement in order to allow them to exercise their caring responsibilities they have the right to request to work flexibly. Please refer to the Trust's **Flexible Working Policy**.

6.7 Compassionate Leave

It would usually be reasonable for the Headteacher (or in the case of the Headteacher, the CEH, or in the case of the CEH, the Chair of the Trust Board) to grant leave with pay on compassionate grounds for a period not exceeding 5 days.

However, in exceptional circumstances the Headteacher may use their discretion to allow extended periods of compassionate leave (i.e. longer than 5 days) where necessary based on the individual circumstances of the case.

6.8 Domestic Emergencies

In order to support employees who may need to take time off work to respond to domestic emergencies such as flood, fire or burglary all employees will be entitled to a bank of 15 hours for the duration of their employment. The bank of hours will be pro-rated for employees who work part time. All hours used will be required to be repaid within an agreed timescale.

Employees cannot take more than 15 hours for the purposes of domestic emergencies and can only take leave when it is available i.e. employees will not be able to be in debit. No more than a standard working day can be debited in respect of any one domestic emergency.

When the employee returns to work they must meet with the Headteacher to discuss how the number of hours used are to be repaid as the hours used must be repaid within a reasonable period, which should be no more than one term. Therefore, within a term of each occasion the employee's bank of hours should be back to 15 hours or the pro-rata equivalent.

The Headteacher (or in the case of the Headteacher, the CEH, or in the case of the CEH, the Chair of the Trust Board) must ensure that an appropriate recording system is developed to monitor the use of the hours.

This list of domestic emergencies is not exhaustive and the Headteacher (or in the case of the Headteacher, the CEH, or in the case of the CEH, the Chair of the Trust Board) may also exercise their discretion for other similar situations.

6.9 Elective Surgery or Dentistry

Where an employee chooses to undergo elective cosmetic surgery or dentistry the appointment should be made outside of working hours, wherever possible. If this is not possible annual leave or unpaid leave should be taken. Any post-operative recovery should also be taken as annual or unpaid leave. Elective cosmetic surgery or dentistry is not to be treated the same as cosmetic surgery or dentistry that is recommended by a medical practitioner in order to assist an employee to overcome emotional issues that are having an impact upon their wellbeing.

6.10 Fertility Treatment

For further detailed guidance, please refer to the **Maternity/Adoption Rights Policy**.

6.11 Flexible Working

There are a number of flexible working options that may be available on a permanent basis to employees. For example:

- Job share
- Part Year Working
- Annualised Hours

Please refer to the relevant **Flexible Working policy** adopted by the Trust for further information.

6.12 Career Break

A career break is an unpaid leave of absence (usually long term) which can be requested for a variety of reasons. For example, a career break may be applicable to allow an employee to care for or support family members, to undertake periods of travel, to undertake personal development or to pursue full time education.

Please refer to the relevant **Career Break Policy** adopted by the Trust for further information.

6.13 Maternity Leave

For further detailed guidance, please refer to the Trust's **Maternity/ Adoption Rights Policy**.

6.14 Maternity Support Leave

For further detailed guidance, please refer to the Trust's **Maternity/ Adoption Rights Policy**.

6.15 Medical Appointments

Wherever possible hospital, doctor or dentist appointments should be arranged for outside of working hours. Where this is not possible paid time off to attend such appointments may be granted, provided that all efforts have been made to attend outside of office hours as it is appreciated that such appointments are not always available. Headteachers (or in the case of the Headteacher, the CEH, or in the case of the CEH, the Chair of the Trust Board) may request to see evidence of the appointment.

Paid leave will be granted for the time of the appointment only. Given this the employee may be required to return to work following their appointment.

6.16 Medical Screening

Necessary paid leave of absence will be granted for the purposes of medical screening e.g. cancer screening.

6.17 Paternity Leave

For further detailed guidance, please refer to the Trust's **Maternity/Adoption Rights Policy**.

6.18 Parental Leave

Eligible employees can take unpaid parental leave to look after their child's welfare, e.g. to:

- spend more time with their children
- look at new schools
- settle children into new childcare arrangements
- spend more time with family, such as visiting grandparents

Employees are eligible if all of these apply:

- Employees must have completed one year's continuous service to qualify.
- They are named on the child's birth or adoption certificate or they have or expect to have parental responsibility.
- They are not self-employed or a 'worker', e.g. an agency worker or contractor
- They are not a foster parent (unless they've secured parental responsibility through the courts).
- The child is under 18.

Eligible employees are entitled to 18 weeks' unpaid leave for each child and adopted child, up to their 18th birthday. The leave can start once the child is born or placed for adoption, or as soon as the employee has completed a year's service, whichever is later. Employees can take it at any time up to the child's 18th birthday.

The limit on how much parental leave each parent can take in a year is 4 weeks for each child.

Employees must take parental leave as whole weeks (e.g. 1 week or 2 weeks) rather than individual days, unless the Trust agrees otherwise or unless the child is disabled. Employees do not have to take all the leave at once. A 'week' equals the length of time an employee normally works over 7 days.

The Trust reserves the right to ask to see the child's birth certificate as long as it is deemed reasonable to do so, e.g. they can't ask for proof each time an employee requests leave.

Employees must give 21 days' notice before their intended start date. If the employee or their partner are having a baby or adopting, it would be 21 days before the week the baby or child is expected.

Employees must confirm in writing the start and end dates in their notice.

Employers can ask that the employee postpones the time off but must have a significant reason for doing so, such as serious disruption to the business. Postponing a request requires careful thought by the employer, requiring a balancing of business need with the rights of the parent.

6.19 Attendance in court as a witness

There may be circumstances when an employee is subpoenaed or summonsed to attend a Court (inclusive of an Employment Tribunal hearing), as a witness. In instances whereby the employee is not representing the Trust in terms of the court appearance, on production of proof of required attendance, leave must be requested using the form at [Appendix 1](#) and unpaid leave will be granted to attend.

Should an employee wish to attend Court as a witness on a **voluntary** basis then leave of absence should be requested as soon as the need for the leave is known and a decision would be made on a case-by-case basis.

6.20 Statutory Leave of Absence for Public Duties

Employees are entitled to a 'reasonable' amount of time off work by law to carry out certain public duties. Public duties include service as a:

- Tribunal member
- Magistrate
- Local councillor
- Running as a parliamentary candidate
- Member of an NHS Trust
- Governor/Trustee

As soon as the employee is aware that time off for performance of a public service is required, they should request leave of absence from the Headteacher using the form at [Appendix 1](#).

At the Trust's discretion, employees may be granted reasonable unpaid / paid leave provided the exercise of such duties does not negatively impact upon service delivery and dependent on circumstances. The Trust reserve the right to refuse a request for time off should they believe the request to be unreasonable.

The amount of time off should be agreed between the employee and the Headteacher beforehand, based on:

- how long the duties might take
- the amount of time the employee has already had off for public duties
- how the time off will affect the business

6.21 Jury Service

Employees are required to inform the Headteacher as soon as they are summonsed for jury service and provide a copy of their Jury Service Summons. There may be occasions whereby, in the view of the Trust, the release of an employee for jury service raises significant teaching or operational problems. In such instances assistance will be provided to the employee in order to appeal to the court to re-arrange or cancel the dates of service.

Employees will be paid their normal salary during their time in jury service.

6.22 Religious Festivals, Holy Days and Cultural Observance

Some employees may have particular needs for time off in relation to religious and cultural observance.

All employees who require time off for religious or cultural observance are entitled to request the following:

1. flexibility in the arrangement of shifts, rotas and working hours generally;
2. annual leave, flexi- days (if applicable) or unpaid leave.

The Headteacher (or in the case of the Headteacher, the CEH, or in the case of the CEH, the Chair of the Trust Board) will try to accommodate such requests wherever it is reasonably practicable to do so, subject to the needs of the service.

6.23 Severe Weather Conditions

Time off for severe weather conditions will be considered at the time of the adverse weather and dependent on circumstances.

6.24 Study Leave

For support staff only and in line with local agreements the Trust may grant up to one day's paid leave of absence per examination paper and/or final assignment for the purposes of final revision or completion of assignment in the period preceding examination or submission of final assignment, subject to a maximum of 5 days. Leave for study purposes prior to examination and/or final assignment cannot be granted to full-time, sandwich and block release students.

Study leave for teachers will be considered where appropriate.

6.25 Time off for Official Trade Union Duties

Employees who are union representatives of a trade union recognised by their employer are to be permitted reasonable time off during working hours to carry out certain trade union duties. Employees should request time off in line with this policy.

6.26 Volunteer Reserve Forces

Employees who are a reservist for the armed forces will be afforded unpaid leave for the period that they are called upon to exercise their armed forces duties. Their contract of employment will continue to subsist and will not be brought to an end as a result of the exercise of such duties.

Employees who are volunteers in the Territorial and Auxiliary Forces will be granted two weeks' paid leave to attend Territorial Army and Auxiliary Forces Summer Camps.

6.27 Leave Requested in Special Circumstances

There may be circumstances which require an employee to be absent for reasons not already referred to elsewhere in this policy. On receipt of applications for such leave, a judgement will be made on the validity of the application, balanced with the business needs of the Trust and any past precedents. A decision should then be made as to whether the period of leave is granted and if so, on what basis, paid or unpaid.

7. Further Relevant Information

- 7.1 Where a request for Leave of Absence request is refused there will be no right of appeal against this decision. However, the employee should be provided with an explanation of why their request has been refused or granted without pay.
- 7.2 In circumstances whereby a leave of absence request is refused, and an employee does not then attend work on the day(s) originally requested, dependent on circumstances this may result in the matter being formally investigated by the Trust under the Trust's Disciplinary Policy.
- 7.3 Should repeated leave of absence requests become unsustainable for the Trust to accommodate and/or become a cause for concern the Headteachers may feel it appropriate to hold a formal meeting with the employee to better understand the reasons behind the requests and how these can be managed. This meeting could enable the Headteacher to offer support to the employee in certain instances but may also provide an opportunity to remind the employee of their responsibility to better manage their individual circumstances. The employee will have the right to be accompanied by a Trade Union representative or a work colleague of their choice during the formal meeting. HR advice and/or attendance at the meeting may also be appropriate.
- 7.4 There may be cases where repeated leave of absence requests are deemed unsustainable by the Trust, however the employee may still require regular time off work in future due to their individual circumstances. In such instances it may be appropriate for the employee to consider making an application to apply for flexible working in conjunction with the Trusts **Flexible Working Policy**.

Leave of Absence Request Form

The Trust treats personal data collected as part of processing an employee's request for leave of absence in accordance with our data protection policy. Information about how your data is used and the basis for processing your data is provided within the Trust's employee privacy notice.

Employee Name:

Personnel number:

Job title:

Request for LOA for dates:

From:

To:

Total number of working days LOA requested:

Reason for Leave of Absence request:

Please give as much detail as possible for the reason for the request to enable full and fair consideration to be given. Failure to provide enough information could lead to a delay in consideration of the request

Employee signature:

Date:

This section to be completed by the Headteacher/CEH/Chair of Trustees considering the request.

Approved:	YES		NO
If approved, on what basis?	PAID	PART PAID	UNPAID
Type of Leave approved:			
Signed:			
Dated:			

NOT APPROVED or approved leave on an unpaid basis – provide full details for reason below.

Signed:

Date:

Where the decision has been made to refuse the period of leave of absence or where the leave has been approved but on an unpaid basis, the employee will have no right of appeal against the decision.

The completed request form should be provided to the employee with a copy retained on their personal file.