



ANNUAL LEAVE GUIDANCE FOR SUPPORT STAFF

Date Produced	Summer 2018
Date Reviewed	July 2025
Date for Further Review	Summer 2026
Date Ratified by the Board of Trustees	September 2025

Annual Leave Guidance for Support Staff

1. Allocation of Holidays/Leave

Support staff receive an annual allocation of holidays which will run from the 1st September to the 31st August each year.

For any schools joining the Trust who traditionally run their support staff annual leave from 1st April to 31st March each year, they will transition to the academic year cycle on a phased, pro-rata basis.

2. Annual Leave – Including Term Time Requests

Annual leave is to be taken during school holiday periods. Only in exceptional circumstances, through a written request from the employee, may consideration to term time holiday requests be made.

Requests for term time leave for academy staff should be made in writing, to the Headteacher for their consideration. The Headteacher will indicate whether they support the request or not and provide any comments to support their decision. The Headteacher will refer the request to the CEHT who will decide whether to approve the request and employees will receive confirmation of this after the decision is made.

Requests for term time leave for central team staff should be made in writing, to the Chief Executive Headteacher for their consideration. The CEHT will decide whether to approve the request and employees will receive confirmation of this after the decision is made.

If a holiday request is not approved, an employee may submit an appeal in writing to the Personnel and Performance Management Committee. The committee will consider the appeal and inform the employee of their decision in writing. The committee's decision is final and there is no further right of appeal.

Annual leave must be taken by the end of the leave year (31st August). Leave accrued but not used will expire at the end of the leave year and will not carry forward, unless in exceptional circumstances, with approval from the Headteacher (or CEHT for central team staff).

Annual leave requests will be considered subject to business need. It is essential that you have approval for your leave prior to making any holiday commitments as there may be occasions, linked to business need when leave may not be granted.

A term dates calendar is available for employees to review, which highlights dates that are available for leave incorporating business need. Employees should review this in advance of submitting leave requests:

This is also saved in:

- Office Share
- Annual Leave
- Term Dates

Academy closedown dates will be confirmed annually, if possible, or at least termly e.g. Christmas, summer etc.

The first and last week of the summer holidays is not available for holiday leave.

Requests for leave for each academic year should be submitted to your line manager by the **30th September**, your request should cover all dates from 1st September up to the 31st August.

Your leave request should be submitted to your line manager, as outlined below:

Employee Role	Line Manager
SBMs	Headteacher
Admin Staff	SBM (in discussion with Headteacher)
Site Staff	SBM (in discussion with Headteacher)
Cleaning Staff	SBM (in discussion with Headteacher)
Central Team	CEHT

All leave requests will be assessed by the line manager and central team against business need across the academy trust. Line managers have a duty to ensure that there is adequate staff cover in place over the period your request relates to.

Where external contractors are booked to work on the Inspire estate, an appropriate number of site staff will be required to be available for work to undertake supervision and key holding responsibility. There is no minimum or maximum threshold in place for this as numbers of staff required will be assessed according to business need.

In addition, an appropriate number of site staff will be required to be available for work to undertake the programme of weekly checks such as legionella, fire alarms etc. There is no minimum or maximum threshold in place for this as numbers of staff required will be assessed according to business need.

We will endeavour to confirm whether a request for leave has been approved as quickly as possible. If there are multiple requests for leave within the same date period, further discussion with an employee or range of employees may be needed.

3. Lone Workers

The Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. The risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

Lone working should be arranged in line with the Lone Working Policy. Line managers must ensure adequate arrangements to protect lone workers are in place during any school holiday periods.

4. Unpaid Leave

In exceptional circumstances employees may request unpaid leave. Unpaid leave is covered within the Trust's Leave of Absence Policy (section 6, sub-section 6.2). A request form is included on page 16-17 of the policy.

Requests for unpaid leave for academy staff should be made in writing to the Headteacher for their consideration, which will then need to be referred to the CEHT who will decide whether to approve the request and the decision will be confirmed in writing. The decision is final and there is no right of appeal.

Requests for unpaid leave for central team staff should be made in writing to the CEHT for their consideration. The CEHT will decide whether to approve the request and the decision will be confirmed in writing. The decision is final and there is no right of appeal.

Requests for unpaid leave from the CEHT should be made in writing to the Chair of Trustees for consideration. The Chair of Trustees will decide whether to approve the request and the decision will be confirmed in writing. The decision is final and there is no right of appeal.

5. TOIL

TOIL cannot be accrued without the prior approval of your line manager. TOIL will usually be linked to a project or specific time limited task. **TOIL will not be granted unless pre-approved by your line manager.**

TOIL leave is to be taken during school holiday periods. In exceptional circumstances as outlined in Section 2, the Headteacher/CEHT may consider term time holiday requests which may be made up of TOIL leave.

TOIL can only be booked to be taken once it has been accrued. It is not appropriate to enter a TOIL forecast for the year, as circumstances may change, through the year which could affect the TOIL balance. TOIL leave is granted on a first come, first served basis, subject to business need. It is recommended that you secure your leave prior to making any holiday arrangements e.g. booking a holiday etc.

TOIL should be used at the end of the term it has been accrued where possible and within business need however must be used by the end of the academic year for which it has been accrued.

TOIL accrued but not used by the end of the academic year will expire and will not carry forward.

All requests will be considered against business need and line managers have a duty to ensure that there is adequate staff cover in place over the period your request relates to.

6. Study Leave

Study leave must be pre-approved by your line manager and will be linked to an approved course or programme of study. Study leave may vary, dependent upon the course or programme of study the employee has embarked upon.

It is at the discretion of a line manager to agree with an employee the number of study days applicable, this could vary on a case by case basis.

7. Leave Sheets (See Appendix 1)

An electronic leave sheet has been produced, allowing electronic management of leave and time off in lieu (TOIL). This makes the process of cross-site working much easier as those who need to, can access the sheets anywhere.

SBMs will create leave sheets for staff to use and should ensure each eligible staff member has a leave sheet. In some cases, for example with staff who do not have access to computers e.g. cleaners, SBMs may deploy a paper leave sheet and then update the electronic version on behalf of the employee.

Electronic leave records must be maintained for all staff in scope and kept up to date.

Employees can request annual leave or TOIL leave by completing an Annual and TOIL Leave Request Form. Once completed the employee can add the required leave to their Leave Sheet so it is ready for their line manager to consider. For employees without computer access the SBM will be responsible for co-ordinating the updating of electronic records.

On receipt of a request for leave, the line manager can then review the request and if in agreement, approve the request and update the leave sheet with that approval. Only the employees line manager can approve the requests as the cells relating to approval are password protected for security.

The leave sheets are saved in the following location:

- Office Share
- Leave Sheets

The Annual Leave and TOIL Leave Request Form is saved in the following location:

- Office Share
- Leave Sheets
- Request Forms

Each member of admin, site and cleaning staff should have their own leave sheet which should be populated with their name and entitlement. The sheet includes a balances zone so that the employee and their manager can monitor what leave or TOIL is accrued or remaining.

The process for booking annual leave is:

1. Open your leave sheet
2. Enter the start date of your leave in column A, Row 8 onward
3. Enter the end date of your leave in column B, row 8 onward
4. Enter the total number of working days to be taken in column C, row 8 onward
5. Press Save
6. Send an email to your line manager with your completed Annual Leave and TOIL Leave Request Form (Appendix 2). Your request will be considered by the line manager in the first instance. This may be discussed with the Headteacher/CEHT.
7. If your request is not approved, your line manager will discuss this with you. In some instances, a decision may be deferred whilst additional information sought, for example cover etc.
8. Once approved, your line manager will authorise the request form and return this to you as well as completing column D on the leave sheet to approve the request (this column is individually password protected).

The process to accrue TOIL is:

1. TOIL must be pre-approved by your line manager in advance of working additional hours, for example you may ask to work a longer day to complete a project or particularly big piece of work and then plan with your line manager to take the time owed at a time conducive with the business needs
2. Once you have approval to accrue hours, you can use your leave sheet to track your hours worked and taken and this will be monitored by your line manager
3. Your line manager can then mark your leave sheet with the necessary approval

The process for recording TOIL once approved is:

1. Open your leave sheet
2. Enter the date TOIL accrued in column E, row 8 onward
3. Enter the hours accrued in column F, row 8 onward (use decimal format e.g. quarter hour is 0.25, half hour 0.5, full hour 1.0)
4. Your line manager can authorise accrual by updating column G on the leave sheet

The process to request to take TOIL leave is:

1. Open your leave sheet
2. Enter the start date of your leave in column H, Row 8 onward
3. Enter the total number of hours to be taken in column I, row 8 onward
4. Press Save
5. Send an email to your line manager with your completed Annual Leave and TOIL Leave Request Form (Appendix 2)

6. If your request is not approved, your line manager will discuss this with you. In some instances, a decision may be deferred whilst additional information sought, for example cover etc.
7. Once approved, your line manager will authorise the request form and return this to you as well as completing column J on the leave sheet to approve the request (this column is individually password protected)

8. Who do employees send leave requests to?

Employee Role	Line Manager
SBMs	Headteacher
Admin Staff	SBM (in discussion with Headteacher)
Site Staff	SBM (in discussion with Headteacher)
Cleaning Staff	SBM (in discussion with Headteacher)
Central Team	CEHT

All leave requests for academy staff must be considered by the line manager in the first instance against the business needs of the school. The line manager may discuss the request centrally where it can be assessed against the business needs across the academy trust.

All leave requests for the central team must be considered by the CEHT against the business needs of the academy trust.

9. Year Planner (Appendix 3)

A year planner has been produced, to enable leaders to see at a glance which dates our support staff are taking leave during holiday periods. This will provide better monitoring and forward planning for lone working etc.

The planner is saved in the:

- Office Share
- Annual Leave
- Year Planner

Once your leave or TOIL is approved, please update the planner to show which dates you are not at work.

An H represents annual leave and a T represents TOIL. This data will only be entered on approval.

Appendix 2



Annual and TOIL Leave Request Form

About you

Name	
Role	
Academy Name	

Annual Leave

Start Date for Leave	
End Date for Leave	
Number of Leave Days Required	

TOIL

Start Date for TOIL	
End Date for TOIL	
Number of Hours Required	

Headteacher/CEHT Review

Reviewed By	
Date of Review	
Decision	Approve Reject

Trust Wide Review (if applicable)

Date of Review	
Decision	Approve Reject
Further Notes	

Appendix 3

Attendance Overview		July																																			
Name	Position	Academy	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Staff 1	Post 1	School 1	WK	WK	WK				WK	WK							WK	WK															WK	WK			
Staff 2	Post 2	School 2	WK	WK	WK				WK	WK							WK	WK																WK	WK		
Staff 3	Post 3	School 3	WK	WK	WK				WK	WK							WK	WK																WK	WK		
Staff 4	Post 4	School 4	WK	WK	WK				WK	WK							WK	WK																	WK	WK	
Staff 5	Post 5	School 5	WK	WK	WK				WK	WK							WK	WK																	WK	WK	
Staff 6	Post 6	School 6	WK	WK	WK				WK	WK							WK	WK																	WK	WK	
Staff 7	Post 7	School 7	WK	WK	WK				WK	WK							WK	WK																	WK	WK	
Staff 8	Post 8	School 8	WK	WK	WK				WK	WK							WK	WK																	WK	WK	
Staff 9	Post 9	School 9	WK	WK	WK				WK	WK							WK	WK																		WK	WK
Staff 10	Post 10	School 10	WK	WK	WK				WK	WK							WK	WK																		WK	WK
Staff 11	Post 11	School 11	WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK							WK	WK																		WK	WK
			WK	WK	WK				WK	WK																											