



Brighter Futures
Educational Trust

LEAVE OF ABSENCE POLICY

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VERSION CONTROL

V1.1	March 2024	New Policy
V1.1	March 2024	Change of Trust Name
V1.3	April 2026	• Clarified dependants leave wording in Section 6. • Added Equality Act and GDPR statements. • Employees will not be subjected to any detriment or dismissal for taking or requesting Carer's Leave. • - Added Appendix 2 and 3

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1. INTRODUCTION

Leave of absence is not an entitlement to a number of days off per year. The purpose of leave of absence is to ensure that employees are able to manage particular circumstances that may occur in their lives where it is not possible to arrange these during school holiday periods and time off may be required. It is expected that requests will only be made for leave of absence in term time once all other possible alternatives have been considered.

The amount of leave of absence granted and reasons for doing so can differ between teaching and support staff and from one employee to another. It is also important to bear in mind that such entitlements must be considered against the overall working arrangements of the different categories of staff and, in particular, the need for arrangements to be made to cover such absences.

All periods of leave of absence will be recorded and considered on a rolling 12-month basis.

Any employee who is suspected to have abused the provision for time off may be subject to disciplinary proceedings in line with the Brighter Futures Educational Trust's (BFET) Disciplinary Procedure.

This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

2. SCOPE AND PURPOSE

The purpose of this policy is to ensure that employees within the BFET understand how requests for leave will be considered by the Headteacher or CEO. It will also ensure that staff across the Trust are treated in a fair and consistent way when requesting time away from work.

The procedure applies to all employees regardless of length of service (excluding those in their probationary period). It does not apply to agency workers.

This procedure is used to deal with requests for absence from work for the reasons contained within this policy. It does not cover requests for flexible working, maternity, paternity, parental or adoption leave. Information on these can be found in the relevant policy within the BFET.

3. PROCESS FOR MAKING REQUESTS

BFET recognises that it may not always be possible to request certain types of leave in advance, for example, bereavement leave, compassionate leave and leave in emergency situations. Where it is not possible to request leave in advance employees should contact the Headteacher or CEO as soon as possible to tell them the reason for the absence and the number of days leave that they anticipate being absent. The Head of School/ Headteacher or Executive Headteacher will then discuss the situation with you and agree next steps.

Employees should ensure that other than in emergency situations they make their request for leave in advance to enable the Brighter Futures Educational Trust to consider the request carefully and to ensure that cover can be implemented where required.

Employees should make a request by completing the Request for Leave of Absence Form and give it to the Headteacher or CEO. The form will be completed and returned to the employee when a decision has been made. Please note that in all cases the decision to agree to a request will be at the reasonable discretion of the Headteacher or CEO. Where a request is refused, the form will include written reasons for the refusal and if you are dissatisfied with the decision, the employee may make a complaint under our Grievance Procedure.

Where it is possible to do so in advance or when the employee return to work after taking time off under this policy, we might ask them to provide evidence for their reasons for taking the time off.

4. ANNUAL LEAVE ENTITLEMENT FOR EMPLOYEES COVERED BY LOCAL GOVERNMENT TERMS AND CONDITIONS

For support staff who have a contract for 52 weeks per year, the leave entitlement is dependent on grade and continuous Local Government service. See Appendix 1. This leave will normally be taken during the school holidays and must be agreed with the Headteacher or nominated person in reasonable time, prior to the leave being taken. Only in exceptional circumstances and with the express consent of the Headteacher, can leave be taken at other times. Support staff may carry forward up to ten days to the next annual leave year, provided this is done with the Headteacher's consent and leave is taken prior to 30th June.

5. PARENTAL BEREAVEMENT LEAVE, OTHER BEREAVEMENT LEAVE AND COMPASSIONATE LEAVE

Parental Bereavement Leave

Up to two weeks parental bereavement leave (PBL) for parents, with parental responsibility, to help them cope with the death of a child under the age of 18 years will be granted. This includes birth parents, adoptive parents, individuals who are fostering to adopt, legal guardians, most foster parents, (excluding short term and emergency foster care), intended parents under a surrogacy arrangement, those who look after a child in their home other than a paid carer and have done so for at least four weeks and parents who suffer a still birth after 24 weeks or more into pregnancy. There is no minimum service requirement for eligibility to take this leave.

- Employees may be entitled to statutory parental bereavement pay (SPBP) and normal pay covering some of this period or parental bereavement leave if they meet the below criteria:
- Have 26 weeks continuous service with the BFET ending on the Saturday before the child died; have normal weekly earnings in the eight weeks up to the week before the child death that are not less than the lower earnings limit for NI contributions.

Parental bereavement leave will be granted as a single block of two weeks or two separate blocks of one week at different times. This leave must be taken within 56 weeks of the loss of the child.

If parental bereavement leave is taken straight away and during the first 8 weeks after the child has died, there is no requirement to give advance notice of PBL. However, employees should make contact with the Brighter Futures Educational Trust to inform of the reason for their absence.

Any parental bereavement leave taken after the initial period will be subject to at least one week's notice to the employer.

Employees taking parental bereavement will be asked to produce a written declaration to confirm they are entitled to the leave.

Entitlement to maternity leave and pay is not affected if a child has died or been stillborn. Maternity leave can be taken in addition to parental bereavement leave.

Other Bereavement Leave and Compassionate Leave

Up to two weeks paid bereavement leave may be granted to help employees cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

Up to five days paid compassionate leave may be granted to help employees where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill. This does not apply in the case of domestic emergencies, or where normal caring arrangements have been disrupted. We will consider compassionate leave for other traumatic events or difficult personal circumstances on an individual case by case basis.

Bereavement leave and compassionate leave may be granted in relation to a spouse, civil partner or partner, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law. Children are covered separately in the parental bereavement section above. The Headteacher/ CEO may exercise their discretion in relation to any other relative or close friend, depending on the circumstances. When agreeing the amount of leave the BFET will take into account the circumstances and relationship of the employee to the deceased/seriously or critically ill person.

6. DEPENDANTS (TIME OFF FOR)

The law recognises and we respect that there will be occasions when you will need to take time off work to deal with unexpected events involving one of your dependants. All employees have the right to take a reasonable amount of unpaid time off work when it is necessary to:

- provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
- make longer-term care arrangements for a dependant who is ill or injured;
- take action required in consequence of the death of a dependant;
- deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- deal with an unexpected incident involving their child during school hours (or those of another educational establishment).

A dependant for the purposes of this policy is:

an employee's spouse, civil partner, parent or child;

- a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in section 5.

Employees are only entitled to take reasonable time off under this policy where there is an immediate crisis and it is necessary to take action in relation to a dependant. This will depend on the nature of the problem, the closeness of the relationship between the employee and the dependant, and whether someone else is available to assist. Reasonable time off will not normally be more than one day and in most cases will be less than a day. However, we will always consider each set of circumstances on their facts.

If the employee knows well in advance that a problem might arise or they wish to take time off to care for a dependant themselves, rather than make alternative arrangements, this policy will not apply. The employee should make other arrangements to deal with such situations. The employee will only be entitled to time off under this policy if, as soon as is reasonably practicable, they tell the Headteacher / CEO:

- the reason for the absence; and
- how long they expect to be away from work.

If you fail to notify us as required by paragraph 5.5, you may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.

7. CARERS' LEAVE

Employees have a statutory right to take one week of unpaid leave in any rolling 12-month period to provide or arrange care for a dependant with a long-term need. This applies from the commencement of employment with the BFET.

A long-term need is defined as:

- Illness or injury (physical or mental) that requires, or is likely to require, care for more than three months
- A disability for the purposes of the Equality Act 2010
- Requiring care for a reason connected with old age

A dependant for the purposes of this policy is:

- an employee's spouse, civil partner, parent or child;
- a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in section 5.

The minimum amount of Carers' Leave an employee can request in a 12-month rolling period is half a working day. The maximum period of leave that can be requested is one week. The days requested do not have to be consecutive. Employees will not be subjected to any detriment or dismissal for taking or requesting Carers' Leave.

Employees must give either twice as many days' notice as the length of leave being requested, or three days' notice (whichever is the longer)

BFET will postpone your carers' leave if the running of the Trust will be unduly disrupted by the employee's absence. However they will be permitted to take the requested amount of leave within one month of your original request. If leave is postponed, this will be confirmed in writing within seven days of their request in a written counter notice. This will explain the reason for the postponement and the revised dates that Carers' Leave can be taken. Employees will not be subjected to any detriment or dismissal for taking or requesting Carer's Leave.

8. DOMESTIC, PERSONAL AND FAMILY REASONS

Up to one day paid/ unpaid leave of absence may be granted for domestic reasons (urgent or otherwise). It is expected that those employees who have the option to choose when to take their leave, will use their annual leave entitlement before making a request for domestic reasons.

Leave to be granted under this provision may include the following, but the Headteacher will consider each set of circumstances based on the facts, including the nature of the request, the relationship of the employee to the person the request relates to where applicable, and whether the event or incident is an exceptional circumstance that could not be arranged outside of normal working hours:

- Moving house

Employees should normally make arrangements for moving house outside normal working days. Where this is not possible, up to a day's leave may be granted by the BFET.

- Wedding or civil partnership ceremony

Employees should make their own wedding/civil partnership arrangements outside normal working days. Leave may be granted by the BFET to enable employees to attend a close relatives or close friend's wedding or civil partnership ceremony where this is held during normal working hours.

- Other special events

BFET recognises that in exceptional circumstances there will be special events in an employee's family life that cannot be arranged outside normal working days e.g., graduation ceremonies, school productions, sports day. BFET will consider requests for time off for these purposes.

- Urgent domestic business

This would enable school staff to deal with emergencies of a domestic nature e.g., flooding, structural damage, burglary etc.

Special absence for other personal or family reasons, (e.g. to visit relatives who live abroad or to nurse a sick person may also be considered in exceptional circumstances where the employee has a minimum of one year's service at the date of commencement of the leave). A holiday will not be considered as an exceptional circumstance. Plans or arrangements for the time off should not be made by the employee until they have received a decision in relation to their request and their request is granted, if appropriate. Should the employee take leave that has not been authorised they may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off and deductions from pay made for any unauthorised leave that was paid.

9. HEALTH AND WELFARE

Employees are expected to make routine medical appointments on their non-working days/outside working hours (e.g. doctor, dentist, optician, hospital). Where it can be demonstrated that it is not possible to obtain appointments outside of working hours the BFET may grant paid time off for reasons of the personal health and welfare of an employee.

For example, visits to a doctor, dentist, optician, clinic and hospital. BFET will expect employees to provide evidence of their requirement to attend any medical appointments.

All employees are encouraged to attend medical appointments for preventative screening, such as smear tests, mammograms, prostate examinations. These appointments are covered by this policy.

Employees who donate blood or other medical tissue are encouraged to do this outside of working hours. Where this is not possible requests for time off to attend these appointments will be considered under this policy.

Requests for time off for medical appointments in relation to adoption, pregnancy or a disability will be considered under the Health & Attendance policy that covers these circumstances.

10. ASSISTED CONCEPTION

Employees who are planning to undergo any form of assisted reproduction or require any treatment or other medical intervention to support fertility should discuss with their Line Manager their treatment plan and requirements for time off. Whether it is the employee, their partner or a surrogate undergoing treatment we will consider ways to support the employee to attend appointments to undergo treatment or to support, in the same way as any other medical appointments.

Whilst we understand appointments for such treatments are often made at short notice and can be frequent and on consecutive days, as much notice as possible regarding the arrangements for the time off should be given.

We recognise that such treatment can be physically, emotionally, and financially stressful and encourage the employees to discuss these matters and be as open as possible so that appropriate support can be offered to them in the workplace, whilst they are undergoing treatment. This could include, but is not limited to, the provision of a fridge for storing medication, workplace adjustments, or a quiet space to take medication or take/make medical calls.

All discussions will be treated sensitively and in strict confidence.

Wherever possible appointments should be arranged outside of normal working hours, especially, where appointments relate to investigations or testing. However, we recognise this may not always be possible. The employee may be asked to provide details of their appointments, as they would any medical appointment.

Should employees require time off work because of the side effects of their treatment this will be treated under the normal sickness absence reporting procedures.

If treatment is successful from the point of implantation the employee will be considered pregnant and they should refer to the maternity policy.

If sadly treatment is not successful, the employee will have the same protections from when they underwent embryo transfer until two weeks after finding out transfer was unsuccessful. BFET will offer appropriate support during this time and beyond.

If the employee experiences pregnancy loss following treatment they should speak to their Line Manager.

11. INTERVIEWS

BFET accepts that employees will have little or no control over when an interview will take place and therefore may grant up to a maximum of six days off for interviews with pay in one academic year.

Employees must inform their Line Manager of the time, date and duration of the interview as soon as they have this information so that the request can be considered promptly to avoid disappointment. BFET can ask employees to provide evidence of interview.

12. TIME OFF FOR PUBLIC DUTIES

BFET supports employees to perform certain public duties that they may be committed to undertake and will give them time off to do so where it does not conflict with the operational needs of the BFET. The Trust is not obliged to grant employees paid leave for these purposes. The circumstances in which we are prepared to do so are set out below.

Jury Service

Employees should tell the Headteacher/ Head of School as soon as they are summoned for jury service and provide a copy of the summons if requested.

Depending on the demands of the Trust we may request that the employee applies to be excused from or have the jury service deferred.

The Trust is not required to pay employees while they are absent on jury service. Staff required to attend for jury service should arrange for the loss of earnings certificate to be forwarded to the Trust Central Team. The certificate will be returned to the member of staff completed to show to what extent the salary will be stopped during their absence. The amount will then be claimed from the court.

Public Duties

Trust employees may be granted up to 18 days per annum paid leave to carry out the duties of the office of Leader, Mayor, JP or Chairman of Local Authorities. For employees who are School or College Governors or Trustees up to three days per annum will be paid, In addition to this, unpaid leave can be granted for employees carrying out public duties.

Public service duties include service as a:

- Tribunal member
- Magistrate
- Local councillor
- Member of an NHS Trust
- Prison visitor
- Lay visitor to police stations
- School/Academy/Governor/Trustees

If the employee are unsure whether a public service that you perform is covered by this policy they should speak to the Trust HR Manager.

As soon as you are aware that you will require time off for performance of a public service you should notify the Headteacher in writing, providing full details of the time off that is being requested and the reasons for your request. BFET will agree to requests for time off to undertake public duties wherever reasonably possible having regard to the criteria set out in this policy. If it is not possible to accept a request you will be given written reasons for our decision.

Each request for time off will be considered on its merits, in the circumstances in which it is made including:

- Whether the activity is reasonable in relation to your employment.
- How much time off is reasonably required for the duty in question.
- How much time off you have already taken for the public duty in question.

How your absence will affect the Trust.

Reserve Forces Duties

We are aware that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called-up at any time to be used on full-time operations and will be expected to attend regular training.

Employees who need time off for reservist commitments are expected to use existing holiday entitlement. In exceptional circumstances we may grant additional leave (either paid or unpaid) in order for these commitments to be met.

Whilst we will do everything possible to meet requests for leave it may not always be possible for operational reasons. If we receive notice that the employee have been called-up there may be occasions when we need to apply to an adjudication officer for the notice to be deferred or revoked if their absence would cause serious harm to the Trust (which could not be prevented by the grant of financial assistance).

Once the military service has ended the employee may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of their military service and they should notify us of the date on which you will be available to restart work.

If it is not reasonable and practicable to reinstate the employee into your former employment we will offer them the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.

13. PROFESSIONAL EXAMINATION DUTIES

The Trust will authorise leave for teachers to undertake professional duties in connection with GCSE, GCE A Level and other public examinations in line with the provisions of the Burgundy

Book (Section 6). This also gives details of how the Trust may be reimbursed when a teacher has to be released.

14. CARRY OVER OF ANNUAL LEAVE

The Trust expects employees who are covered by Local Government terms and conditions of employment to take their full entitlement of leave in each leave year, which runs from April to March. Where this is not possible, with the knowledge of and by arrangement with the Headteacher, employees may carry forward ten days to the next annual leave year, provided this is taken prior to 30th June.

15. REDUNDANCY – SUPPORT FOR JOB SEEKING

Employees who have been identified by the BFET as redundant will be allowed reasonable time off during working hours to support them with securing alternative employment or to arrange training for future employment. The amount of time-off is at the discretion of the Headteacher or CEO. Each case will be considered on its merits.

16. RELIGIOUS FESTIVALS

Employees whose religious beliefs require the observance of festivals which fall on days upon which they would normally work, may be granted up to two days paid leave.

Employees must inform the Headteacher at the start of each academic year of any dates that they may need to request time off for. Where this is not possible employees should provide this information as soon as they are able to and no later than 10 working days before the date of the requested leave.

Unfortunately, whilst every effort will be made to accommodate requests for leave, there maybe some circumstances where holiday requests are turned down. Such as where a large number of requests are received at the same time or there is insufficient capacity within the Trust to accommodate the leave.

17. TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

BFET wishes to support employees with time off for trade union activities.

Trade union representatives are entitled to reasonable paid time off to carry out trade union duties and activities, to undergo training and to accompany a worker to a grievance or disciplinary hearing. A trade union representative means an officer of the union or an employee elected or appointed in accordance with the union's rules to be a representative of union members in the workplace.

Union learning representatives have a right to reasonable paid time off to perform their duties and undergo training.

Union members have a right to reasonable unpaid time off when taking part in trade union activities.

Employees should be aware that there will be occasions where, for operational reasons, or where the Trust believe the time off to not be reasonable, requests can be declined. Each application for time off will be assessed on its merits and the determination will ultimately depend on the needs of the BFET at the time of the request and consideration will be given to:

- the nature and timing of the request;
- the amount of time off previously granted or planned for the future;
- the number of representatives or members seeking time off within a given period; and the legitimate need of the union representative or union learning representative to discharge their functions.

If a union representative, union learning representative or union member is aggrieved by a decision to refuse time off to undertake their duties, training or activities, they should raise the matter in accordance with the BFET's grievance procedure.

Time off for union representatives - duties

Employees who are representatives of an independent trade union recognised by the BFET for collective bargaining are permitted reasonable paid time off to:

- carry out their duties in connection with:
 - negotiations in relation to collective bargaining

- the performance of other permitted functions related to collective bargaining;
 - information and consultation over collective redundancies or TUPE transfers; and
 - agreeing new terms for the workforce following a TUPE transfer in an insolvency situation;
- undergo training in aspects of industrial relations relevant to those duties which has been approved by the Trades Union Congress or by the trade union;
 - accompany a fellow worker to a disciplinary or grievance hearing.

Time off for union members - activities and learning

An employee who is a member of an independent trade union recognised by the Trust in relation to their position is permitted reasonable unpaid time off to take part in a trade union activity or to consult a union learning representative. Examples of trade union activities include voting in union elections and attending relevant workplace union meetings, but not participating in industrial action.

Time off for union learning representatives

Employees who are members of an independent trade union recognised by the Trust can take reasonable time off to perform duties as a union learning representative, providing that the union has given the Trust notice in writing that the employee is a learning representative of the trade union and that the representative is, or will be, sufficiently trained to carry out the learning representative duties. The purpose of a learning representative includes arranging training, promoting the value of training and analysing training needs.

Requesting time off - trade union representatives and learning representatives

Employees who are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the Trust.

The Headteacher will meet with the employee to discuss their union role and the amount of time and facilities that the BFET believes to be reasonable to enable the employee to carry out their union duties.

When making a request for time off the employee should provide as much notice as possible and give further details, such as the location, timing, duration and purpose of the time off. The Headteacher will look at each request and the circumstances before deciding what is reasonable.

Both parties accept the need to be flexible within this process and recognise their duties and obligations to the Trust. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and learning at the BFET. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.

Requesting time off - trade union members

Employees who want to request time off for trade union activities during working hours should make a request to the Headteacher giving as much notice as possible and provide further details, such as the location, timing, duration and purpose of the time off. The Headteacher will look at each request and the circumstances before deciding what is reasonable.

18. SEVERE WEATHER AND DISRUPTIONS TO PUBLIC TRANSPORT

BFET recognises that employees may face difficulties travelling to and from the workplace during severe weather conditions or when there are major disruptions to public transport (this is not in circumstances of a high volume of traffic or normal disruption to public transport). If the employee's normal mode of transport cannot be used to get to work, they should explore alternative means of safe transport.

Although the Trust expects them to make a reasonable effort to attend work in all circumstances, it is not our intention for the employee to put themselves at unnecessary risk. However, at the same time we must also ensure that any disruption remains minimal.

Lateness

- If the employee realises that, due to severe weather conditions or disruptions to public transport, you are likely to be late for work, you must telephone the Headteacher as soon as possible to explain the situation and give an estimate of when they expect to arrive at work.
- If the lateness amounts to half their normal working day or more, the arrangements set out below in relation to absence will apply.

Absence

- Where the Headteacher is satisfied that the employee have made every reasonable effort to attend work but has been unable to do so due to severe weather conditions or public transport disruptions, they will be required, if possible, to work remotely until the situation has improved.

Where it is not possible to accommodate a remote working arrangement, they will be entitled, in consultation with Headteacher, to one of the following options:

- take the time as annual leave;
- make up any lost time at a later date; or
- take the day as unpaid leave.

Childcare provision (school or nursery) closures

- Where schools or nurseries close due to bad weather or public transport and an employee is unexpectedly required to provide or arrange care for a dependant, the Dependants (time off for) section will apply.

School closure

- The CEO/ Headteacher may decide to temporarily close the one of the schools in extreme cases of bad weather or disruptions to public transport. If this is necessary, we will inform they employee as soon as possible. They will be required to work remotely where it is possible to accommodate a remote working arrangement. You will be paid your normal pay during the period of closure.

Leaving work early

- The Headteacher will decide on a case-by-case basis if, due to severe weather conditions or disruptions to public transport, it is appropriate for the employee to leave work early, taking into account their individual circumstances (for example, where they live and their mode of transport) and the needs of the organisation. In such cases you will be paid your normal pay.
- If an employee leaves work early, they may be required to work remotely where this is possible.

Health and safety

- We have a duty to ensure the health, safety and welfare at work of all our employees. Employees also have a duty to take reasonable care for their own health and safety and

that of any other person who may be affected by your acts or omissions. This includes taking extra care when travelling to and from the work in severe weather conditions.

- BFET will undertake regular risk assessments to ensure employees working in these conditions are properly instructed, provided with the appropriate clothing and equipment, and given adequate rest breaks.

19. RETENTION AND DATA PROTECTION

Through the application of this policy, the Brighter Futures Educational Trust may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Records will be kept in accordance with our Privacy Notice policy, and in line with the requirements of the Data Protection Legislation. The Trust will make reasonable adjustments in accordance with the Equality Act 2010.

All data will be processed in accordance with UK GDPR and the Data Protection Act 2018.

20. REVIEW OF POLICY

This policy is reviewed annually by BFET. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1 – Holiday entitlements for local government employees

The leave year runs from the 1 April to the following 31 March. For school-based staff working 52 weeks per year leave will normally be taken during the school holidays. Only in exceptional circumstances and with the express consent of the Headteacher can leave be taken at other times or carried forward to the next leave year.

Annual leave entitlement for school-based staff working 52 weeks per year is in accordance with the following table:

The Trust follows the national guidelines for the local government employees

TABLE A			
Grade	Less than 5 Years continuous service	5 to 9 Years continuous service	10 or more years continuous service
HB to H7	25	29	30
H8 to H9	27	29	30
M1 and above	29	31	32

Annual leave entitlements will be pro rata for part time staff working 52 weeks per year.

Staff engaged on a term time only basis will not be permitted to take leave at any other time except during school holiday periods unless express consent from the Headteacher has been given.

Type of Leave	Legal Requirement	No Legal Requirement	Paid	Unpaid
Annual leave entitlement for local government staff	✓		✓	

Disability leave - collective agreement support staff only	✓		✓	
Time off for sick child		✓		✓
Compassionate. emergency or exceptional leave	✓		✓	
Other personal reasons		✓		✓
Extended leave of absence		✓		✓
Moving house		✓	✓	
Attendance at court proceedings		✓	✓	
Public duties	✓			✓
Study / examination leave		✓	✓	
Trade union duties	✓		✓	
Bad weather conditions		✓		✓
Time off for appointments (doctor / dentist etc)		✓	✓	
Maternity, Paternity, Adoption, Carers leave & Ante-natal care	✓		✓	
Service with auxiliary forces	✓		✓	
Mobilisation	✓		✓	
Religious festivals		✓	✓	
Other special events		✓	✓	

Appendix 2 - Request for leave of absence

Section 1 - To be completed by the employee

Name	
Role	
Date	

Reason for leave of absence request

Tick as appropriate			
Paid		Unpaid	

I request leave of absence on the following date(s):			
Time from		Return time	

How do you propose your duties will be covered during your absence?

Signed:	
Date:	

When this section has been completed the form should be given to the Headteacher. In the case of the Central Team, the form should go to their line manager. In the case of the CEO, the form should go to the Chair of Trustees.

Section 2 - To be completed by the relevant person

Tick as appropriate	
This request for leave of absence is granted with pay.	
This request for leave of absence is granted without pay.	
This request for leave of absence has not been granted.	

Number of days leave of absence already granted in the 12-month period	
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Signed:	
Date:	

A copy of the completed form should be returned to the applicant and file the other copy in their file.

Appendix 3 - Request for carers leave

Please complete this form to request carer's leave, and return it to the Headteacher giving at least:

- three days' notice; or
- twice as many days' notice as the length of leave you are requesting.

whichever is greater.

For example, if you are requesting four consecutive days' leave, you are required to give eight days' notice.

Please refer to paragraph 6 of this policy for further information.

To be completed by the employee:

Name	
Role	
Date	

I request carer's leave on the following date(s) (please state each day and/or half day that you are requesting carer's leave):

Date(s) requested:	Half day or full day?

I confirm that the dependant is (please tick one option):	My spouse, civil partner, child or parent.	
	A person who lives in the same household as me (but who is not a lodger, tenant, boarder or employee).	
	A person who reasonably relies on me to provide or arrange care.	

I confirm that the dependant for whom I request carer's leave (please tick one option):	Has an illness or injury (physical or mental) that requires, or is likely to require, care for more than three months.	
	Has a condition that amounts to a disability under the Equality Act 2010.	
	Requires care for a reason connected with their old age.	

I confirm that I will be absent from work for the purpose of providing or arranging care for the dependant above.

Signed:	
Date:	

When this section has been completed the form should be given to the Headteacher. In the case of the Central Team, the form should go to their line manager. In the case of the CEO, the form should go to the Chair of Trustees.