



STAFF HOLIDAY & ABSENCE POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett (Principal)

Review date: September 2025

H.1. Introduction

The purpose of this policy is to deal with holiday arrangements and absences that fall outside of the sickness policy.

H.2. Types of absence

2.1. Holidays

Your holiday entitlement is set out in your Contract of Employment. All holidays or absences, other than the usual School holidays, must be authorised by the Principal. Unauthorised holidays may amount to unauthorised absence resulting in disciplinary action.

2.2. Outside appointments

Outside appointments are as set out in this policy, including medical appointments and time off to perform certain public duties.

2.3. Compassionate/bereavement leave/care for poorly child

- Within a year, the first 3 days are paid absence, any thereafter are unpaid. This is at the discretion of the Principal.

2.4. Unauthorised absence

If you fail to report sickness absence in accordance with the sickness absence policy, or fail to report to work at the appropriate time, or at all during a particular working day, you will be deemed to be absent from work without authorisation. This could amount to an act of gross misconduct resulting in disciplinary action and summary dismissal. See sickness policy for sustained absence.

H.3. Timekeeping

3.1. Good time-keeping is essential for the efficient running of the School and we will always require an explanation for lateness.

3.2. If you are persistently late this may result in disciplinary action being taken which could lead to a loss of pay, disciplinary warning or even dismissal.

H.4. Holidays

4.1. You will be paid your normal basic remuneration during any holidays taken.

4.2. Permission to take additional holidays or pre-arranged absence at a particular time and for a particular length of time shall be obtained in writing from the Principal. Unless prior approval is obtained in writing then any such arrangements which are made shall be null and void unless subsequent written permission is obtained from the Principal prior to the date of commencement of the holiday or absence.

4.3. If your employment commences or terminates part way through the holiday year your entitlement to holidays during that year will be assessed on a pro rata basis and deductions from final salary due to you on termination of employment will be made in respect of holidays taken in excess of your entitlement. You consent to such deductions being made from your salary.

4.4. The School shall be entitled to require you to take and use any holidays which you have accrued but which you have not taken during any notice period which is either given by the School or given by you to terminate your employment.

4.5. For the purpose of calculating the amount of accrued holiday entitlement only complete calendar months will count. Holiday entitlement will be rounded up or down to the nearest half day.

4.6. Holiday accrual during sick leave.

You will cease to accrue holiday entitlement after four weeks' continuous sickness absence and entitlement will only again begin to accrue upon return to work. This clause is subject to the statutory minimum holidays to which you shall be entitled under the Working Time Regulations.

4.7. Holidays in your first year of employment.

Unless your Contract of Employment provides otherwise, you will begin to accrue holiday entitlement on a pro rata basis at the beginning of each complete month after the date you started employment with the School. At the beginning of the first and each subsequent month of service you will be allocated accrued holidays equivalent to one twelfth of your annual holiday entitlement.

4.8. Maximum length of holidays.

Except at the absolute discretion of the School, which will be considered against the requirements of the business, the maximum length of holidays will be 2 weeks.

H.5. Outside appointments

5.1. Whenever possible, appointments with a Doctor, Dentist or Optician should be made outside your normal working hours and for teaching staff, outside teaching time.

5.2. If you must attend appointments with a Doctor, Dentist or Optician within normal working hours (or for teaching staff, during teaching time) written evidence of such appointment must be produced to the Principal. You are required to give the Principal 72 hours' notice as a minimum.

5.3. If you are required to attend Court as a Juror or as a witness, you will be allowed time off with normal pay, less any deductions for any loss of earnings allowance paid by the Tribunal or Court.

5.4. In certain circumstances you may be entitled to unpaid time off work in order to perform public duties, for example as a magistrate. The School will attempt to accommodate any such request for time off and an application should be made to the Principal. Each case will be considered on its merits.

5.5. Compassionate/bereavement leave

Compassionate/bereavement leave will be granted or refused at the sole discretion of the Principal. It is anticipated that such leave will be granted only in respect of a member of immediate family. The first three days (including the date of the funeral) shall be paid leave and thereafter leave shall be unpaid and subject to the absolute discretion of the School.

5.6. In the event of close relative or other person of similarly close connections to you, it is at the absolute discretion of the Principal.