

situations. Where it is not possible to request leave in advance employees should contact the Headteacher as soon as possible to tell them the reason for the absence and the number of days leave that they anticipate being absent. The 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 Headteachers of Bosco Catholic Education Trust Schools 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 at 18 and giving it to the Headteacher. The form will be completed and returned to you when a decision has been made. Please note that in all cases the decision to agree to a request will be at the absolute discretion of the Headteacher. Where a request is refused, the form will include written reasons for the refusal and if you are dissatisfied with the decision, you may make a complaint under the Trust Grievance Policy.

Where it is possible to do so in advance or when you return to work after taking time off under

If you know well in advance that a problem might arise or you wish to take time off to care for a dependant yourself, rather than make alternative arrangements, this policy will not apply. You should make other arrangements to deal with such situations.

You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell the Headteacher:

- 7.5.1 the reason for your absence; and
- 7.5.2 how long you expect to be away from work.

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earnings, for up to 10 working days. Payment for time off beyond 10 working days may be paid at our discretion.

Attendance as witness in court/employment tribunal

Attendance as a witness may be on the basis of paid or unpaid leave of absence, as explained below. However, school must keep payroll informed. If there are any queries relating to a witnesses' expenses etc, advice is available via your School Business Manager

- 11.9.5 Prison visitor
- 11.9.6 Lay visitor to police stations
- 11.9.7 School/Academy/Trust governor

If you are unsure whether a public service that you perform is covered by this policy, you should speak to your Headteacher.

As soon as you are aware that you will require time off for performance of a public service you should notify your Headteacher in writing, providing full details of the time off that is being requested and the reasons for your request.

The Trust 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:

- 11.13.1 Whether the activity is reasonable in relation to your employment.
- 11.13.2 How much time off is reasonably required for the duty in question.
- 11.13.3 How much time off you have already taken for the public duty in question.
- 11.13.4 How your absence will affect the Trust.

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 your request for leave it may not always be possible for operational reasons. If we receive notice that you 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 your absence would cause serious harm to the Trust (which could not be prevented by the grant of financial assistance).

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

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

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

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

Employees who have been identified by the Trust 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. Each case will be considered on its merits.

Employees whose religious beliefs require the observance of festivals which fall on days upon which they would normally work, may be granted up to 2 days leave with pay.

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.

The Trust 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 Trust at the time of the request and consideration will be given to:

- 15.5.1 the nature and timing of the request;
- 15.5.2 the amount of time off previously granted or planned for the future;
- 15.5.3 the number of representatives or members seeking time off within a given period; and
- 15.5.4 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 Trust's Grievance Policy.
