

Special Leave Policy

Audience:	REAch2 Staff Local Governing Bodies Trustees
Ratified:	Executive Team December 2025
Other related policies:	Managing Sickness Absence Policy Flexible Working Policy Family Leave Policy Redundancy Policy
Policy owner:	Rowan Oliver, Director of People
Review:	Twelve Months– December 2026

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.



Leadership

Finding the leader in all of us.



Inclusion

Realising the greatness in our difference.



Learning

Creating exceptional opportunities for learning.



Enjoyment

Loving what we do.



Inspiration

Feeling the power of the possible.



Integrity

Being courageously true to our purpose.



Responsibility

Unwavering commitment to seeing things through.

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Policy Overview

Principles

The Special Leave Policy has been developed to enable line managers to respond to requests for special leave in a fair and consistent manner taking into account the educational, operational and budgetary needs of the school/Central Team.

Whilst it is expected that employees will not unreasonably apply for discretionary special leave of absence during term-time, there may be occasions when leave, during term-time, is unavoidable and this policy is designed to help with a fair and consistent response to such requests.

Scope

This policy applies to all employees.

Unless there are specified statutory qualifying periods, the leave outlined in this policy can be requested from the start of an employee's employment with REACh2.

This policy will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. This policy provides clarity to all REACh2 employees about what to expect when making special leave requests.

This policy does not cover the following, for which separate arrangements apply:

- annual leave (determined by relevant terms and conditions of employment);
- flexible working arrangements;
- sickness absence, or
- leave associated with redundancy (excluding interviews and training leave).

Reference is made to:

- statutory entitlement – where there is a legal entitlement to special leave.
- discretionary – where there is no entitlement to special leave, but the line manager may agree to grant special leave after considering individual circumstances.

This policy is non-contractual and may be amended at any time following consultation, where required, with the recognised trade unions.

Roles & Responsibilities

Line Manager

Line-managers are responsible for considering any special leave request paying particular regards to:

- the nature of the request and individual circumstances;
- any statutory entitlement obligations;
- educational provision and service needs;
- eligibility;
- any previous requests and absence to date;

- current working arrangements.

Line-managers must be able to objectively demonstrate why and how they have reached their decisions in relation to any aspect of this policy.

Employee

They will:

- avoid requesting time off during term time, where possible, unless there are exceptional circumstances;
- give their line manager as much notice as possible and at least one week in advance of any special leave request to allow their line manager adequate time to consider the request;
- contact their line manager as soon as is practicable and by telephone in the case of an emergency to make a special leave request. (On returning to work, the employee will make a retrospective special leave in the normal way so that their time off from work can be accounted for.)

Policy In Detail

An employee can request special leave on Access via the Employee Self Service menu and selecting the 'My Leave Option' on Access which will then be received by their authorising manager on Access.

In exceptional circumstances, an employee may use a Special Leave Request Form from their line manager.

If additional information or documentation is required before a decision can be made, the line manager will request this or where needed, the line manager will arrange for a discussion to be held with the employee about the circumstances of the request.

For special leave requests made through Access, employees will receive notification via Access whether their request has been approved or not.

For special leave requests made using a Special Leave Request Form, the form will be returned to the employee including an explanation of the reason/s for the decision if their special leave request has been declined.

The Office Coordinator will upload a copy of the form to the employee's Access account and update the employee accordingly.

The Office Coordinator is also responsible for including the special leave instruction in the relevant monthly payroll audit form for the Payroll team to action and to prevent the employee from being overpaid when a special leave request for unpaid leave has been approved.

In cases where emergency special leave is requested, retrospective consideration will be given, in line with the process set out above.

Line managers reserve the right to decline a special leave request if inadequate notice has been given and could have been avoided.

The decision of the line manager is final and there are no appeal rights.

Unauthorised Special Leave

If an employee decides to take time off/special leave, which has not been authorised by their line manager and in the knowledge that this has not been approved, the absence will be unpaid and they may be subject to disciplinary action under REAch2 Disciplinary Policy.

Types of Special Leave

The table below lists the different types of special leave which exist and may be requested by an employee.

Special Leave will be on a pro-rata basis for part-time employees in line with the number of hours they work.

- **Benefit:** this applies to special leave which is paid and exceeds what the Trust is legally obliged to provide.
- **Discretionary:** line managers make the decision as to whether the special leave request for time off can be taken and authorised or whether it cannot be taken and declined.
- **Statutory:** this is a legal right that allows an employee to take time off work in specific circumstances, such as fulfilling public duties or responding to emergencies involving dependants.
- **Authorised:** this applies to a special leave request which has been approved and the employee can take the time off as requested.
- **Unauthorised:** this applies to a special leave request which has been declined and the employee can take the time off as requested.
- **Paid special leave:** the employee will receive normal pay for the duration of their special leave absence.
- **Special leave without pay:** the employee will receive nil pay for the duration of their special leave absence.

The examples provided are non-exhaustive and where circumstances arise that are not identified in this policy, advice can be sought from the People Team by emailing: help@reach2.org.

Type of Special Leave	Statutory Entitlement or Discretionary (decided by the line manager)	<i>Suggested</i> Payment Status: Paid or Unpaid	<i>Suggested</i> Number of Days	Guidance
Ante-natal Appointments	Statutory	Paid	All appointments	<p>Pregnant employees are entitled to take paid time off during normal working hours to attend authorised ante-natal appointments, provided they produce the documentation giving details of the appointment.</p> <p>Where possible, employees are requested to try to arrange their appointments at the start or end of their working day. Ante-natal care includes appointments with the GP, hospital scans/clinic, relaxation classes or other recommended appointments on medical advice.</p> <p>After an employee's antenatal appointment, they can be asked for proof, for example an appointment card or an email confirming a class booking.</p> <p>See Family Leave Policy for further details</p>
Ante-natal Appointments for Partners	Benefit	Paid	2 appointments	<p>There is no legal entitlement to pay for this time off. The Trust recognises that employees will want to accompany their partner to ante-natal appointments. Employees can, therefore, accompany a pregnant woman to two paid antenatal appointments if they are any of the following:</p> <ul style="list-style-type: none"> - The baby's father - The expectant mother's spouse or civil partner - In a long-term relationship with the expectant mother

				<ul style="list-style-type: none"> - Expecting a child through surrogacy, as long as they intend to become the child's legal parent. <p>Employees must provide documentation giving details of the appointment to their line manager.</p> <p>Note – see Surrogacy Appointments.</p> <p>See Family Leave Policy for further details</p>
<p>Appointments: For REAch2 employees</p> <p>(Medical / dental / health related)</p>	<p>Discretionary</p> <p>(decided by the line manager)</p>	<p>Paid or Unpaid</p>	<p>Half day / Duration of appointment</p>	<p>Employees are expected to make routine appointments (medical / dental or health related) outside of contracted working hours.</p> <p>If, it is not reasonably practicable, consideration will be given by the line manager to paid or unpaid time off work to attend the appointment.</p> <p>An employee should provide evidence of the appointment, such as a letter or appointment card and ensure that time off causes as little disruption as possible, i.e. the appointment is at the beginning or the end of the day.</p> <p>Where the appointment is not urgent, and where the time would negatively impact the workplace, the appointment should be re-arranged to a more suitable time and date.</p> <p>Special leave requests to attend medical appointments relating to cosmetic surgery will not qualify for paid special leave or sickness leave.</p> <p>Where the line manager considers an employee has taken multiple authorised time off for appointments in an academic year, requests will be unpaid or unauthorised. The line manager will also discuss reasons for the frequent appointments, and possible alternatives to special leave such as adjusted start / finish times or shorter breaks to accommodate requests, where possible.</p>

				Consideration will be given to the Equality Act 2010 and any Statutory Entitlement right to time off, in all instances.
Appointments: For dependents / family (Medical / dental / health related)	Discretionary (decided by the line manager)	Unpaid	Half day / Duration of appointment	Line managers should take into account each employee's individual circumstances when deciding whether special leave requests for appointments are authorised or unauthorised. Appointments, that are not for a REAch2 employee, will not normally be authorised unless there are exceptional circumstances.
Carer's Leave	Statutory	Unpaid	Up to 5 days in a 12 months' period (pro entitlement for part-time employees)	With effect from 06 April 2024, an employee can take time off, from the first day of employment, to help a dependant who needs long-term care. Dependants must have a disability as defined by the Equality Act 2010; an illness or injury that is likely to need care for at least 3 months and/or care need related to old age. A dependant can include a spouse, civil partner, partner, son, daughter, a person living in the same household (not tenants, lodgers or employers) or a person who relies on employee for care (for e.g. elderly neighbour).
Compassionate Leave for close relatives and significant others	Benefit	Paid	Half day up to 10 days per academic year	Compassionate leave (which includes Bereavement Leave) for immediate family members is normally intended for circumstances where there is sudden or serious illness, or death of an immediate family member or life partner. Compassionate leave is intended to support the employee and to enable time to make any arrangements. The leave will reflect what is required in the circumstances and will be up to 10 days (this special leave may be used in more than one absence). In exceptional circumstances, additional leave may be approved but this will be on an unpaid basis.

				Note – See Funerals.
Compassionate Leave for extended family and friends	Discretionary	Unpaid	1 day	<p>Additional compassionate Leave for non-immediate family member or friends will be considered by the line manager, on a discretionary basis, taking into account an employee’s individual family dynamics. For example, some people may have been raised by their grandparents, aunt/uncle, brother/sister or person/s outside their direct family circle. In such cases, it would be appropriate to authorise more leave.</p> <p>Note – See Funerals.</p>
Court Appearance / Employment Tribunal (as witness)	Discretionary	Paid	To be determined by the length of the case.	<p>Employees who are required to attend court as a witness (for e.g. domestic abuse, child custody cases) or where they are pursuing a claim, must notify their line manager as soon as they receive the court hearing date or the summons.</p> <p>Employees will receive normal pay for the duration of their attendance at court on the condition that any payments received from the court for loss of earnings are paid back to the Trust Once the court confirms how much they will pay for loss of earnings (normally on a Remittance Advice slip), the employee must send a copy to the Trust’s Payroll team (cc to their line manager) who will deduct the relevant amount from the employee’s next monthly pay</p> <p>Failure to return the Remittance Advice slip will be investigated and could be considered as a disciplinary offence.</p> <p>Note – See Jury Service.</p>
Court Appearance (as subject of criminal proceedings)	Discretionary	Unpaid	To be determined by the length of the case.	<p>Employees. who are the subject of criminal proceedings, must notify their line manager as soon as they receive the court hearing date or the summons.</p>

Disability rehabilitation, assessment or treatment leave as a result of a disability	Discretionary	Normal pay	Assessed on a case-by-case basis	<p>The Equality Act 2010 identifies the provision of paid time off as a reasonable adjustment. It acknowledges that a disabled person may need to be absent from work for 'rehabilitation, assessment or treatment'. There is no evidence that disabled people are more likely to be absent from work than other employees. However, in monitoring absence, due allowance should be made for absences related to a disability.</p> <p>Absences relating to appointments for rehabilitation, assessment or treatment of a disability should be recorded as disability leave. This is paid and does not affect sick pay entitlements. However, any other periods of absence related to a disability should be classified and recorded as sick leave.</p>
Emergency Crisis Leave – urgent / unforeseen circumstances	Discretionary (decided by the line manager)	Unpaid	Half day / 1 day per incident	<p>Reasonable time off will be authorised for any urgent, unexpected or sudden emergency linked to but not limited to a house fire / burglary / flood / road traffic accident, which requires urgent and immediate attention by an employee and prevents them from attending work.</p> <p>Time off will be authorised to enable the employee to respond to the crisis and to put longer term arrangements in place.</p>
Examinations / Qualifications	Discretionary (decided by the line manager)	Paid or Unpaid	1 day per exam	<p>Where the course of study has been approved by the line manager, special leave will be authorised for the examinations as paid. (N.B. Apprentices are entitled to paid time off for examinations).</p> <p>Where the course of study is personal to the employee, special leave will be considered by the line manager and authorisation will be provided on a discretionary basis. The special leave for the examinations will be unpaid.</p>

				<p>Employees should provide evidence of the examination, such as a confirmation letter.</p> <p>Only in exceptional circumstances and agreed in advance, would special leave be authorised for study leave.</p> <p>Note – See Training / CPD</p>
Family Events	<p>Discretionary</p> <p>(decided by the line manager)</p>	Unpaid	1 day per academic year	<p>Authorisation for leave requests for an employee to attend a family event such as a wedding, graduation or christening ceremony will be considered by their line manager, on a discretionary basis.</p>
Fertility Treatment (Employee)	Benefit	Paid	5 days' paid leave within a 12 months' period	<p>Where possible, medical appointments relating to fertility treatment and IVF should be arranged outside of working hours. However, given the nature of the treatment and the operating hours of fertility clinics, this is not always practical. The Trust, therefore, seeks to take a supportive and compassionate approach.</p> <p>Leave may be taken as a block, individual days, or half days. The Trust recognises that fertility treatment is a highly sensitive and emotionally complex experience.</p> <p>Disclosure to a line manager is at the employee's discretion, although employees are encouraged to share information, where they feel comfortable, so that appropriate support can be offered</p>
Fertility Treatment (If employee has a partner undergoing fertility treatment)	Benefit	Paid	2 days' paid leave within a 12 months' period	<p>Employees, whose partner is undergoing fertility treatment, will be entitled to two days' paid fertility treatment leave within a 12-months' period.</p>

				<p>Leave may be taken as a block, individual days, or half days. The Trust recognises that fertility treatment is a highly sensitive and emotionally complex experience.</p> <p>Disclosure to a line manager is at the employee's discretion, although employees are encouraged to share information where they feel comfortable, so that appropriate support can be offered</p>
Foster Care	<p>Discretionary</p> <p>(decided by the line manager)</p>	Unpaid	Up to 5 days	<p>Authorisation for leave requests by foster carers to attend meetings, introductions and / or training will be considered by the line manager, on a discretionary basis, taking into account the duration and frequency of the request(s).</p> <p>Employees should provide evidence of such appointments, such as a confirmation letter and ensure that time off causes as little disruption as possible.</p> <p>Employees are expected to make arrangements, where possible, outside of contracted working hours.</p>
Funerals	Discretionary	Paid	Half day / 1 day	<p>In a situation where a dependent of an employee dies, time will be given to allow them to attend the funeral.</p> <p>See – Compassionate Leave.</p>
Gender Affirmation	<p>Discretionary</p> <p>(decided by the line manager)</p>	Paid / Unpaid / Contractual Sick Pay	Half day / 1 day	<p>Employees are expected to make appointments outside of contracted working hours. If, it is not reasonably practicable, consideration will be given by the line manager to paid or unpaid time off work to attend the appointment.</p> <p>Employees should provide evidence of the appointment, such as a letter or appointment card and ensure that time off causes as</p>

				<p>little disruption as possible, i.e. the appointment is at the beginning or the end of the day.</p> <p>Note – Special leave for surgery and recuperation from surgery for gender affirmation will be recorded and paid as sickness.</p>
Holiday in Term Time	<p>Discretionary</p> <p>(decided by the line manager)</p>	Unpaid	N/A	Requests by school-based employees for special leave to go on holiday in term time will not be authorised, unless there are exceptional circumstances.
House Move	Benefit	Paid	1 day	Authorisation for an employee to have special leave to move house will be considered by their line manager.
Interviews	Benefit	Paid	Up to 2 days per academic year	<p>Authorisation will be provided where there is minimal disruption to the school. Employees should provide evidence of the interview such as an interview invite letter.</p> <p>In the event that an employee requires more than two days, over an academic year, to attend interviews, any further leave will be unpaid and subject to the needs of the school / service area.</p> <p>Note – see Interviews for employees at risk of Redundancy, for information on statutory paid special leave.</p>
Interviews for employees at risk of Redundancy	Statutory	Paid	Up to 5 days (Statutory entitlement is 40% of a week's pay).	Employees can request reasonable special leave with pay to look for another job or to arrange training, if they are under notice of redundancy (and been continuously employed for 2 years by the date their notice period ends).

(Including job seeking and retraining)				
IVF Treatment (If Implementation is Unsuccessful)	Benefit	Paid	2 weeks	<p>Following successful embryo implantation, an employee is deemed legally pregnant and becomes entitled to time off for antenatal care and pregnancy-related sickness.</p> <p>In the event of an unsuccessful embryo implantation, employees undergoing treatment will be entitled to two weeks' full pay</p> <p>The Trust acknowledges the emotional impact of fertility and IVF treatment and is committed to supporting employees throughout. Employees are encouraged to speak with their line manager should they require additional support. Support is also available from the Trust's Employee Assistance Programme.</p>
Jury Service	Benefit	Paid	To be determined by the length of the case	<p>As part of the Trust's commitment to public service, employees will receive normal pay for the duration of their jury service on the condition that any payments received from the court for loss of earnings are paid back to the Trust. Once the court confirms how much they will pay for loss of earnings (normally on a Remittance Advice slip), the employee must send a copy to the Trust's Payroll team (cc to their line manager) who will deduct the relevant amount from the employee's next monthly pay</p> <p>Failure to return the Remittance Advice slip will be investigated and could be considered as a disciplinary offence.</p> <p>Employees must provide evidence of their jury service dates to their line manager.</p>
Neonatal Leave	Statutory	Paid (Statutory Neonatal Pay)	Up to 12 weeks (Where an employee meets eligibility criteria)	Eligible parents can take neonatal care leave once their child has been in neonatal care for at least 7 consecutive days. Parents will get 1 week of leave for each week the baby is in care, up to a maximum of 12 weeks.

				See Family Leave Policy for further details.
Parental Bereavement Leave	Statutory	Paid (Statutory Parental Bereavement Pay)	2 weeks (Where an employee meets eligibility criteria)	Statutory parental bereavement leave can be taken in the 56 weeks following a child's passing. If more than one child dies, an employee is entitled to 2 weeks' statutory parental bereavement leave for each child. Anyone legally classed as a worker is not entitled to statutory parental bereavement leave See Family Leave Policy for further details.
Parental Leave	Statutory	Unpaid	Up to 4 weeks per year (full weeks only)	Parents have the right to time off work to spend more time with their children or to arrange their welfare up to a maximum of 18 weeks for each child before the child reaches the age of 18 years. Minimum parental leave is one full week and a maximum is 4 full weeks per year. To be eligible, parents must be legally classed as an employee, have worked for the Trust for 1 year or more and have parental responsibility for the child which means they must be named on the following: <ul style="list-style-type: none"> - the child's birth certificate - the child's adoption certificate - a parental order, for surrogacy - a legal guardianship The line manager can suggest postponing the proposed leave where there is a detrimental impact on the workplace and make alternative suggestions towards suitable dates. See Family Leave Policy for further details.
Public Duties	Discretionary	Paid and Unpaid	Up to 5 days per annum	Employees can have a reasonable amount of time off if they are: <ul style="list-style-type: none"> - a magistrate (also known as a justice of the peace) - a local councillor

	(decided by the line manager)			<ul style="list-style-type: none"> - a member of any statutory tribunal (for example an employment tribunal) - a member of the managing or governing body of an educational establishment - a member of a health authority - a member of the Environment Agency - a member of the prison independent monitoring boards - a trade union member (for trade union duties) <p>The amount of special leave should be agreed between their line manager and an employee beforehand and based on:</p> <ul style="list-style-type: none"> - how long the duties might take - the amount of time an employee has already had off for public duties - how the time off will affect the school <p>Where the line manager considers an employee to have taken an unreasonable amount of special leave for public duties, any further requests will be unauthorised.</p>
Religious Observance	Benefit	Paid	Up to 1 day per academic year day.	The Trust recognises the importance of religious observance and will attempt, as far as is reasonably possible, whilst taking into consideration the needs of the school / service area, to accommodate the needs of the employee, including for example, time away from work during the day for prayer or to accommodate periods of fasting.
Reserve Forces	Discretionary (decided by the line manager)	Paid and Unpaid	Up to 10 days per academic year	<p>An employee serving as a member of the reserve forces, as defined in the Reserve Forces Act 1996, shall be granted up to 10 days of paid leave for Reserve service</p> <p>This covers time off work to enable employees who are members of the Reserve Forces as Volunteer Reservists or Regular Reservists (Royal Naval Reserve, Royal Marines Reserve, Army</p>

				<p>Reserve and Royal Auxiliary Air Force) to engage in military training, deployment or members of cadet forces to attend annual camp. There are other more detailed categories under the Reserve Forces Act 1996</p> <p>Employees must give their line manager as much notice as possible to allow appropriate planning for absences. This should include details of all planned military training that will require absence from the workplace at the beginning of each year.</p> <p>Employees should provide evidence of the Reserve service request.</p> <p>Further unpaid leave to cover additional special training may be considered subject to service requirements.</p>
Sporting Events	<p>Discretionary</p> <p>(decided by the line manager)</p>	Paid or Unpaid	1 day	<p>Employees who have been selected for representation at recognised sporting events can be motivational for the school / Central Team and considered an honour for the Trust.</p> <p>Special leave requests will be considered by the line manager and authorisation will be provided on a discretionary basis and where there is minimal disruption to the workplace. Employees should provide evidence of the sporting event.</p> <p>Additional unpaid leave can be considered by the line manager on a discretionary basis and where there is minimal disruption to the work place</p>
Surgery - (Elective / Cosmetic & Non-elective)	Discretionary	Annual Leave / Contractual Sick Pay	Up to 5 days per annum.	<p>Occupational Sick pay will not be paid for any absences due to elective or cosmetic surgery whose sole purpose is to improve an employee's appearance.</p> <p>Annual leave should be used for such procedures.</p>

	(decided by the line manager)			If such a procedure is required as appropriate treatment for a recognised medical condition and verified as such by a GP/medical specialist, Occupational Sick pay will be paid.
Surgery – (Non-elective)	Statutory	Paid	Contractual Sick Pay	<p>Non-elective (urgent or emergency surgical procedures that are necessary) will be paid as contractual sick pay entitlement.</p> <p>Consideration will be given to the Equality Act 2010 and any Statutory Entitlement right to time off, in all instances.</p>
Surrogacy Appointments	Statutory	Paid or Unpaid	2 appointments	<p>Employees, who intend to apply for a parental order in a surrogacy and intend to take statutory paternity leave, can take time off work to attend 2 pregnancy-related or adoption appointments (these can include attending pregnancy appointments with a surrogate).</p> <p>Pregnancy-related appointments can be called 'antenatal' appointments. They can include medical appointments, scans or other pregnancy care.</p> <p>The employee is entitled to take up to 6.5 hours for each appointment and this time includes travel to and from the appointment.</p> <p>There is no legal entitlement to pay for this time off, however, the line manager can consider the requests as paid or unpaid special leave. It is the line manager's discretion to consider additional time off for further appointments.</p> <p>Employees should provide evidence by way of a 'statutory declaration', they can apply for this in the 6 months after the baby's birth.</p>

				<p>This is a written statement provided by a solicitor. It confirms the intended parent has been truthful about intending to apply for, and been successful in getting, a parental order.</p> <p>See Family Leave Policy for further details.</p>
Time off for Dependants Leave	Benefit	Paid	Up to a maximum 5 days per academic year	<p>A statutory right for employees to take a reasonable amount of unpaid time off work to deal with an emergency or unexpected situation involving a dependant. A dependant can include a spouse, partner, children, or parents, as well as anyone living with you who relies on you for care.</p> <p>Time off to deal with an emergency or unexpected situation involving a dependant, who qualifies as disabled and this can be verified by evidence, will not be unreasonably refused.</p> <p>An employee can take this time for unexpected events like an illness, injury or assault of a dependant or to make arrangements after a dependant's death.</p> <p>Employees must inform their line manager as soon as possible. There is no legal right to be paid for this leave. However, the Trust recognises that unexpected life events do occur from time to time and it wants to support employees as much as is reasonably possible to deal with such events in their personal lives. Up to 5 days' paid leave per academic year will be granted.</p> <p>Any requests for time off over above 5 days per academic year will be unpaid and will be at the discretion of the line manager subject to the needs of the school / service area.</p>
Training / CPD	Discretionary	Paid or Unpaid	Up to 5 days per academic year	<p>Training will be authorised by the line manager when the training or CPD is essential for the employee's role or to enhance their capability to the advantage of the Trust.</p>

	(decided by the line manager)			<p>Training may need to be postponed when the needs of the Trust are such that time off on the dates allocated for the training are not feasible.</p> <p>Paid or unpaid leave will be considered by the line manager and will take into account:</p> <ul style="list-style-type: none"> - whether the employee has worked for the Trust for at least 26 weeks prior to requesting the special leave; - any training must help the employee perform in their role within the Trust; - employees submit one request in each academic year. <p>See Examinations / Qualifications</p>
Weather / Severe Conditions	Discretionary (decided by the line manager)	Paid or Unpaid	Between 0 and 5 days per academic year	<p>During periods of severe weather, the absence may be treated as paid leave, if it is demonstrated that the employee made every attempt and effort to attend work but simply could not do so (including attending an alternative appropriate REAch2 establishment within reasonable travelling distance and working from home options).</p> <p>The absence will be treated as unpaid, if, roads/public transport are available for use with only minimal disruption and the employee chooses not to attend work.</p> <p>Employees are obliged to attend work each day on the days / times specified in their contract of employment.</p>

Policy Review

The Special Leave Policy will be reviewed every 3 years or sooner, taking into account any legislative changes.

Any changes made to this policy will be communicated to all relevant stakeholders.

Appendices

Appendix A – Special Leave Request Form

Note – Special leave requests can be submitted through Access – Self Service Tool if the school's preference is to use this special leave request option.

Date received in Office:

Request Form: Special Leave

The Head Teacher / Line Manager will consider the request in line with the Special Leave Policy.

You will receive an email notifying you of the outcome of your request.

Please note that in the case of medical absences we require sight of an appointment card or medical letter.

At least 1 weeks' notice is required, when requesting Special Leave.

Name:		
Date Requested:	Timings out of school: (Specifically state the times you will absent from school)	
Specify the reason for the special leave request:		
Please Note: Special leave should only be considered where appointments or time off is unavoidable in school hours.		
I'm Requesting time off as Paid Leave.	I'm requesting time off as Unpaid Leave.	
Signed by Requester:	Signed by Requester:	
Check - Special Leave Policy on Intranet	Check - Special Leave Policy on Intranet	
For Office Use Only : Absence Authorisation		
Number of Special Leave days taken this academic year:	Number of sickness absence this academic year:	
Recommendation – Paid or Unpaid (in line with the Special Leave Policy)		
Headteacher signature & date:		
Authorised With Pay <input type="checkbox"/>	Authorised Without Pay <input type="checkbox"/>	Unauthorised & Unpaid Detail reason for this: <input type="checkbox"/>
Admin - Check cover arranged (Initial & Date)		
Admin - Entered on Access/school diary (Initial & Date)		
Admin - Notified staff member (Initial & Date)		
Admin - Entered on payroll audit form (if pay affected) (Date)		