



Washwood Heath
Multi Academy Trust

Life Leave Policy & Procedure

Prepared by:	People team in consultation with recognised Unions and MAT-wide employees
Applies to:	Teachers and support staff in all WHMAT Academies (including WHMAT's Core Team)
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1. Introduction

- 1.1 Washwood Heath Multi Academy Trust (“WHMAT”) is committed to providing the very best education for its pupils through high quality teaching and learning. It also recognises that there may be occasions where employees need to fulfil personal commitments, including family or domestic responsibilities or unexpected emergencies, during work time. This is known as “life leave”.
- 1.2 Life leave may be planned or unplanned time off work during the working week, which **may** be granted **with or without pay** for a variety of reasons (see appendix 1).
- 1.3 WHMAT’s expectation is that life leave is **not an entitlement to a number of days off per year during the working week.** It is expected that requests will only be made by employees for life leave during term time once all alternatives have been considered, e.g. using annual leave (support staff colleagues), or taking the leave during the school holidays where reasonably possible. WHMAT also acknowledges that time off in term time (other than agreed annual leave for all-year-round employees) will be the exception not the rule. With this in mind, term dates are published in advance and are available on individual academy websites.
- 1.4 WHMAT recognises that the amount of leave granted, whether it is paid or unpaid, and the reasons for granting may differ between teaching and support staff and from one employee to another. Managers may consider entitlements against the overall working arrangements for the different categories of staff and, in particular, the need for arrangements to be made to cover such absences. Where relevant, the distance and location of the request will be taken into account, and the amount of leave granted will reflect any necessary travel.
- 1.5 WHMAT acknowledges that there are a wide range of family models in society today which extend beyond more traditional definitions and that these need to be considered when granting life leave to employees.

2. Scope and purpose of policy

- 2.1 The purpose of this policy is to ensure that employees within WHMAT understand how requests for leave will be considered. It will also ensure that staff are treated consistently and fairly.
- 2.2 All periods of life leave will be recorded and considered on a rolling 12-month basis.
- 2.3 This policy applies to all employees employed by WHMAT, regardless of length of service, including those on probation and fixed term contracts. It does not apply to agency workers.
- 2.4 The policy will be used to deal with requests for absence from work for the reasons contained in appendix 1. It does not cover requests for flexible working, annual leave, maternity, paternity, parental or adoption leave. Information on these can be found in the relevant policy within the policies section at www.whmat.academy.
- 2.5 The policy does not form part of any employee’s contract of employment and it may be amended at any time, subject to consultation with staff and trade unions.
- 2.6 In this policy, references to WHMAT’s Heads of Academy shall also include Heads of School and/or Executive Heads.

3. Roles and responsibilities

Employees are responsible for:

- 3.1.1 Providing good and regular service under their contracts of employment unless illness or other exceptional circumstances prevents them from doing so. In the case of teachers, there is a statutory obligation to be available for work on the 195 days specified by WHMAT in line with School Teachers' Pay and Conditions Document (STPCD).
- 3.1.2 Making themselves aware of term dates in advance so that pre-planned life leave requests in term time are kept to a minimum.
- 3.1.3 Advising friends and family that due to them working in education, "surprise holidays or trips" in term time are not acceptable.
- 3.1.4 Ensuring, where possible, that they have alternative arrangements in place as regards caring responsibilities, in the event that their normal childcare or other caring arrangements are disrupted.
- 3.1.5 Familiarising themselves with this policy and ensuring that any requests are made in line with paragraph 4.0 below, including providing evidence to support relevant requests as appropriate.
- 3.1.6 Not booking or taking holidays during term time unless this has been agreed by their line manager in line with WHMAT's annual leave policy, and/or there are exceptional circumstances.

The People team is responsible for:

- 3.1.7 Ensuring that this Policy is reviewed bi-annually subject to consultation with employees and recognised trade unions.
- 3.1.8 Ensuring that new starters receive training on the policy as part of their People Policy induction.
- 3.1.9 Providing training to WHMAT employees on the purpose and application of the policy and to help manage expectations.
- 3.1.10 Inputting life leave requests that have been approved for core team colleagues on to the HR portal within 48 hours of the request being approved, unless there are exceptional circumstances, and maintaining a core team spreadsheet so that an up-to-date log is maintained of requests made.

CEO/Heads of Academy and core team functional directors are responsible for:

- 3.1.11 Considering life leave requests within 48 hours of receipt and responding to life leave request forms via email and passing them back to relevant cover managers (secondaries), office managers (primaries) and People team (Core Team employees).
- 3.1.12 Familiarising themselves with this policy and completing any training provided.
- 3.1.13 Monitoring amounts of paid and unpaid life leave granted to colleagues with relevant cover staff to ensure that employees are not requesting excessive amounts. If they are, discussing

any concerns with them that may have arisen and helping to manage their expectations about this policy.

3.1.14 Reporting annually to their local academy advisory boards on the amount of life leave being granted, with reasons and any key themes or trends (for Core team, this will be presented to WHMAT's Staffing & Pay Committee by the Director of People).

3.1.15 When considering life leave requests, weighing up the employee's need to take the leave against the needs of the base academy or team, and the amount of life leave that has already been granted to an employee in the current and/or previous academic year.

Cover Managers (secondaries)/Office Managers (primaries)/People Manager (Core team) are responsible for:

3.1.16 Familiarising themselves with this policy and attending any training that is put in place by the People Team.

3.1.17 Maintaining a record of all life leave requests received, broken down by employee/date/reasons for request and whether agreed or not agreed (with pay or without pay).

3.1.18 Ensuring that any agreed life leave is inputted promptly on to the HR portal and that the relevant employee is updated.

3.1.19 Liaising with appropriate managers so that life leave requests can be approved or turned down promptly in line with this policy.

The CEO is responsible for:

3.1.20 Managing life leave requests received from functional directors, Heads of Academy and/or executive head fairly and consistently in line with this policy.

3.1.21 Attending any relevant training.

3.1.22 Reviewing the amount of paid leave granted by colleagues that they line manage and exploring trends or concerns with relevant employees.

4. Process for making requests

4.1 Life leave will usually only be considered in the exceptional circumstances outlined in this policy. However, managers may exercise their discretion in line with advice from the People team if the type of leave is not covered at appendix 1.

Unexpected leave

4.2 WHMAT 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 for an employee to request leave in advance, they should contact the appropriate manager (CEO for core team directors/Core team director for other core team employees/Head for other WHMAT employees) as soon as possible to explain the reason for the absence and the number of days leave that they anticipate being absent. The appropriate manager will then discuss the situation with the employee and agree next steps.

- 4.3 However, employees are still expected to complete the form and return it to their cover manager (secondary academies), relevant office manager (primaries) within 48 hours of returning to work.
- 4.4 The appropriate manager shall maintain regular contact with the employee and ensure that a copy of the form at appendix 2 is completed and emailed to the head of academy (or functional director in the case of core team staff) for consideration. The employee must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs.

Life leave that can be requested in advance

- 4.5 Life leave requests (other than those at 4.2) **must be made as soon as possible (and ideally at least 10 working days before the event in question)** using the form at appendix 2. This is to ensure that the appropriate cover arrangements can be made. The form, together with any supporting evidence, should be emailed or passed to the appropriate manager:

REQUEST FROM	PASSED TO
CEO	CEO's PA – who will liaise with Chair of Trustees
Head of Academy/Head of School	CEO's PA for decision by CEO
Core team Director	CEO's PA for decision by CEO or Executive Head as appropriate
Other Core team employee	People Manager for decision by functional director
Acting Executive Head	CEO's PA for decision by CEO
WHMAT employee (secondary)	Cover Manager for decision by Head of Academy/Head of School
WHMAT employee (primary)	Office Manager or other colleague leading on cover for decision by Head of Academy

- 4.6 The appropriate person, as defined in the table above, will promptly liaise with the relevant manager and be responsible for updating the employee in question. This is to ensure that the relevant manager has time to consider the nature of the request, weigh up the impact of granting the request and to consider the amount of leave that they have already taken in the rolling 12-month period.
- 4.7 In all cases, the decision to agree to a request will be at the absolute discretion of the appropriate person (see table at 4.5). Where a request is refused, the form will include written reasons for the refusal. Employees who are dissatisfied with the decision, may appeal (see further at 7.0).

5. Unauthorised absences and other disciplinary breaches

5.1 All WHMAT employees should be aware that if an employee is found to be abusing this policy, e.g. by taking life leave before a request has been approved or by taking it despite a request being turned down, they may be subject to a disciplinary process in line with WHMAT's Disciplinary Procedure (see www.whmat.academy policies tab).

6. COVID-19

6.1 WHMAT is committed to dealing with life leave requests with compassion during the current, or any future, pandemics. Please refer to specific guidance relating to COVID-19 on the Wellbeing Portal on SharePoint: <https://cepedu.sharepoint.com/sites/WHMAT-Wellbeing> for further information.

7. Appeals

7.1 Employees who are unhappy with the outcome of their life leave request may appeal within 5 working days of receiving notification of the decision. Appeals should be made in writing to peoplematters@whmat.academy and should clearly set out the reasons for the employee's appeal with any supporting paperwork/evidence where relevant.

7.2 The People Matters team will liaise with the CEO or Board of Trustees, via the company secretary, so that the appeal is set up within a reasonable period.

7.3 Appeals will be heard as follows:

APPEAL FROM	HEARD BY
WHMAT CEO/Head of Academy	3 board trustees
Core Team Director	Executive Head plus 2 members of SLT
All other WHMAT employees	CEO plus 2 members of SLT

7.4 The appeals committee shall consider the employee's appeal letter and any relevant supporting evidence from the employee or from the original decision maker (i.e. the head of academy/functional directors/executive head teacher or CEO who made the original decision) and decide whether or not to:

- a) uphold the original decision not to grant the life leave as requested (i.e. to dismiss the employee's appeal); or
- (b) to grant the life leave (i.e. to uphold the employee's appeal).

7.5 Following the appeal, the Chair will confirm the outcome in writing to the employee within 5 working days of the hearing. There is no further right of appeal.

8.0 Retention and data protection

8.1 Through the application of this policy, WHMAT may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of the Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data

Protection Act 1998, including the Data Protection Act 2018). Records will be kept in accordance with our Privacy Notice, our Retention Policy and in line with the requirements of the Data Protection Legislation.

9.0 Policy review

- 9.1 This policy is reviewed every 2 years by WHMAT's People team, in consultation with staff and recognised trade unions. The application and outcomes of this policy will also be monitored to ensure it is working effectively.

Appendix 1 – Examples of life leave and how this will be managed if approved by appropriate manager:

Reason for Life Leave	Days per rolling 12-month period	With / Without full pay	Statutory leave entitlement
<p>Bereavement leave (parental) There is a statutory entitlement to time and pay for parental bereavement leave.</p> <p>Parental Bereavement Leave can be taken as a single block as can the relevant amount of pay; it may also be taken as two separate weeks. Employed parents will have a window of fifty-six weeks to use the entitlement as the intention is to cover the first anniversary of the death.</p> <p>This leave and pay would be granted if the criteria opposite were met. However, WHMAT will offer this if the still-birth happens earlier than 24 weeks where applicable. The reference to the rolling 12-month period is not relevant to this type of leave.</p>	<p>Up to 2 weeks</p>	<p>With full pay</p>	<p>Up to 2 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, anybody who looks after the child in your home other than a paid carer and has done so for at least 4 weeks and parents who suffer a still birth. There is no minimum service requirement for eligibility to take this leave</p> <p>The new Parental Bereavement Leave and Pay Act gives all employed parents the right from day one to unpaid leave for two weeks if they lose a child under the age of eighteen or suffer a stillbirth from twenty-four weeks of pregnancy onwards. If the Employed parents have worked for their employer for at least 26 weeks, they will also qualify for Statutory Parental Bereavement. Statutory Parental Bereavement pay is the lower of:</p> <ul style="list-style-type: none"> · £151.20 a week · 90% of their average weekly earnings.
<p>Bereavement leave (close relatives/civil partners) Whilst this is not statutory and there is no entitlement to be paid, WHMAT will show empathy and consider each case on a</p>			

<p>case-by- case basis.</p> <p>Bereavement 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 appropriate manager may exercise their discretion in relation to any other relative or close friend/partner with whom they have a special relationship, depending on the circumstances (see paragraph 1.5 of the policy).</p> <p>Unpaid leave in addition to the above may also be considered.</p>	As may be necessary and reasonable	With full pay	N/A
Funeral of a close friend/relative	1 day	With full pay	N/A
<p>Compassionate leave</p> <p>Illness or injury of immediate family member or illness or injury of a significant other person giving rise to serious domestic difficulties, or other traumatic events. This is in addition to time off for dependants which is for unexpected emergencies (see below).</p> <p>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 appropriate manager may exercise their discretion in relation to any other relative or close friend/partner, depending on the circumstances (see paragraph 1.5 of the policy).</p>	As may be necessary and reasonable	With full pay	N/A
<p>Time off for dependants</p> <p>There is a statutory entitlement to give employees a reasonable amount of unpaid leave for colleagues to look after dependants in emergency/unexpected scenarios.</p>	Up to 3 days	With full pay	<p>Employees have a right to take a reasonable amount of unpaid time off work when it is necessary to:</p> <p>(a) provide assistance when a dependant falls ill, gives birth,</p>

<p>This is about immediate crisis situations and when necessary to take action in relation to a dependant.</p> <p>What is reasonable will depend on the nature of the problem, the closeness of the relationship between you and the dependant, and whether or not someone else is available to assist.</p> <p>Amounts in excess of this will usually need to be taken as unpaid but WHMAT will look at each case on a case-by-case basis.</p> <p>Employees who know about a concern regarding a dependant in advance, which may require an extended absence, may wish to discuss alternatives such as a temporary or permanent reduction in working hours (see flexible working policy), a career break (see Career Break Policy) or unpaid parental leave (see Family Friendly Policy).</p>			<p>is injured or assaulted;</p> <p>(b) make longer-term care arrangements for a dependant who is ill or injured;</p> <p>(c) take action required in consequence of the death of a dependant;</p> <p>(d) deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or</p> <p>(e) deal with an unexpected incident involving their child during school hours (or those of another educational establishment)</p> <p>A dependant is:</p> <ul style="list-style-type: none"> (a) an employee's spouse, civil partner, parent or child; (b) a person who lives in the same household as the employee, but who is not their tenant, lodger or employee; or (c) anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action referred to above
<p>Weddings or civil partnerships ceremonies of a close relative or close friend</p> <p>There is no statutory entitlement to attend these for close relatives or close friends during working hours, time granted will be paid in exceptional circumstances.</p> <p>Employee to provide evidence of invite/location.</p>	1 day	With full pay	N/A
<p>Weddings or civil partnerships (employee's own)</p> <p>Employees should not arrange these in term time or should use</p>		Without pay	N/A

annual leave (support staff).			
<p>Medical/Hospital/Dental/Optician/Medical screening</p> <p>Wherever possible, employees are expected to make routine medical appointments outside of work hours, or at the beginning or end of the working day to minimise disruption to pupils and fellow colleagues.</p> <p>There is no statutory right to time off to attend these appointments (if agreed) or for the time off to be paid, except in the case of antenatal appointments for pregnant employees or for an employee with a qualifying relationship to accompany a pregnant employee to 2 antenatal appointments (see further details in our Family Friendly Policy at www.whmat.academy policies tab).</p> <p>Employees are encouraged to attend medical appointments for preventative screening, such as smear tests, mammograms, prostate examinations. In cases of more serious health conditions that may constitute disabilities or to support with existing disabilities, this may be extended and reviewed on a case-by-case basis.</p> <p>Employees will be asked to provide evidence of all appointments.</p>	Up to 5 absences	With full pay	N/A
<p>Personal events or emergencies i.e. an event which, if response were to be delayed, would result in significant personal loss to the employee such as fire, flood, boiler breaking down (this list is not exhaustive).</p> <p>Additional time over this amount may be requested but unpaid.</p>	1 day	With full pay	N/A
<p>Graduation ceremonies for immediate family member</p> <p>Whilst no statutory entitlement, WHMAT recognises that these</p>	1 day	With full pay	N/A

<p>will not always fall in school holidays or at weekends and that they are important life events.</p> <p>Employee to provide evidence of ceremony (location/date/time).</p> <p>In the event that an employee requests to attend more than 1 event in the rolling 12-month period, or time is needed to travel to said event, the manager may agree unpaid leave. Each request to be considered on a case-by-case basis.</p> <p>Travel time may need to be unpaid if it exceeds the amount specified, although distance will be taken into account.</p>			
<p>Moving to a new house</p> <p>There is no statutory entitlement to take time off during working hours to move house. Employees should do all they can to arrange house moves outside of term time or to use up annual leave for this. Where this cannot be done, it may be requested, but there is no right to be paid for this leave.</p> <p>Employee to provide evidence of completion date etc</p>	1 day	With full pay	N/A
<p>Interview for other posts (external and internal)</p> <p>Whilst there is no statutory right to time off for interviews (other than when you are at risk of redundancy-see further below), WHMAT will pay for time off for interviews.</p> <p>Employee to provide evidence of time/date/duration of interview.</p>	As may be necessary and reasonable	With full pay	N/A
<p>Religious ceremonies/festivals</p> <p>Whilst there is no specific statutory time off for religious purposes, WHMAT recognises the importance of this for many</p>	Up to 3 days	With full pay	N/A

<p>of its employees.</p> <p>Employees whose religious beliefs require the observance of ceremonies or festivals which fall on days upon which they would normally work, may be granted paid leave in line with this policy. Leave of absence for extended religious festivals may be granted without pay. Each case to be considered on a case-by-case basis. Travel time for such events may be considered as unpaid.</p> <p>The Equality Act 2010 provides protection against unlawful direct and indirect discrimination, harassment and victimisation for the protected characteristic of religion or belief. 'Religion' means any religion, or a lack of religion, and 'belief' means any religious or philosophical belief or a lack of belief.</p> <p>For 'religion' to be protected, it must have a clear structure and belief system. 'Religious belief' goes beyond beliefs about and adherence to a religion or its central articles of faith and may vary from person to person within the same religion. For a philosophical belief to be protected it must affect how a person lives their life or perceives the world and it must:</p> <ul style="list-style-type: none"> -be genuinely held and not just an opinion or point of view -be a belief about a weighty and substantial aspect of human life and behaviour -attain a certain level of logic, seriousness, structure and importance -be worthy of respect in a democratic society, not incompatible with human dignity and not conflict with the fundamental rights of others. 			
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<p>Redundancy – time off to attend interviews during notice period</p>	<p>As may be necessary and reasonable</p>	<p>With full pay</p>	<p>Employees who have been continuously employed for 2 years by the date that their notice period ends, and who have been identified by their academy or WHMAT as redundant, will be allowed reasonable time off during working hours during their notice periods to attend interviews or to support them with securing alternative employment or to arrange training for future employment.</p> <p>The amount of time off is at the discretion of the appropriate manager. Each case will be considered on a case-by-case basis.</p>
<p>Leave to complete exams or end point assessments for apprenticeships (EPA)</p> <p>There is no statutory right to paid time off to study or to attend exams (or end point assessments for apprenticeships). However, employees who have at least 6 months' service when they make a request for the leave and who can show that the training will help them to do their job better, may request paid time off during working hours to attend and complete exams or end point assessments.</p> <ul style="list-style-type: none"> • for the purpose of sitting an examination/taking a training course with a view to improving their qualifications/work in their role • to sit other examinations in connection with training undertaken at the request of the employer or which the employer recognises will help to enhance their work in their role <p>Employee to provide evidence of exam or EPA.</p>	<p>Up to 3 days</p>	<p>With full pay</p>	<p>N/A</p>
<p>Professional Exam Duties (Teachers only)</p>	<p>As required for</p>	<p>With full pay</p>	<p>N/A</p>

Teachers have a contractual right (burgundy book) to paid leave to undertake professional duties in relation to public examinations such as GCSE/A-Level etc	teacher to fulfil the duties of their role		
<p>Voluntary public duty leave There is a statutory right to request and take unpaid leave</p>	As may be necessary and reasonable for voluntary commitment	Without pay	<p>Employees are entitled to a reasonable amount of unpaid time off work by law to carry out certain voluntary public service duties. These include service as:</p> <ul style="list-style-type: none"> -Tribunal member -Magistrate -Local councillor -Member of an NHS Trust -Prison visitor -Lay visitor to police stations -School or academy governor/trustee <p>Each request for time off will be considered on a case-by-case basis in the circumstances in which it is made including:</p> <ol style="list-style-type: none"> a) Whether the activity is reasonable in relation to your employment; b) How much time off is reasonably required for the duty in question; c) How much time you have already taken off for the public duty in question; d) How your absence will affect your academy and/or WHMAT. Is there a conflict between agreeing the leave and the operational needs of the academy/WHMAT? <p>If you are unsure whether a public service that you perform is covered by this policy, email</p>

			peoplesmatters@whmat.academy
<p>Jury service There is a statutory right to take unpaid leave</p>	<p>In line with request from appropriate court</p>	<p>Without pay</p>	<p>WHMAT must allow an employee unpaid time off for jury service, if evidence is provided (copy of summons), unless it can demonstrate that an employee's absence would seriously harm their business/operational needs at the time. In these circumstances, the employer would need to provide the employee with a letter explaining why this needs to be deferred. This can only be delayed once in a 12-month period and the employer must confirm when they will be available in their request to defer.</p> <p>Jury service in most cases is an average of ten working days but may be longer or shorter depending on the case.</p> <p>There is no legal obligation for an employer to pay an employee while on jury service as the court will pay employees certain costs, such as for loss of earnings. The employee is responsible for claiming these costs back.</p> <p>For further information see https://www.gov.uk/giving-staff-time-off-jury-service</p>
<p>Attendance in court as a witness - either via a summons or other direction from a court or at the direction of the police, or appropriate body e.g. coroner's court</p> <p>WHMAT must allow employees to attend if they have received a formal summons or tribunal order. Employee to provide evidence of summons or other formal request if the request to attend is obligatory and non-attendance could lead to contempt of court proceedings for employer and/or employee.</p>	<p>In line with request from appropriate body</p>	<p>With full pay</p>	<p>N/A</p>
<p>Other key events – e.g. school assemblies, parents' evenings, sports days, pet to the vet (this list is not exhaustive)</p>			

<p>Elective and non-elective surgery Elective surgery is surgery which has either been chosen by the patient/employee or the medical practitioner as opposed to being urgent/essential (non-elective). WHMAT will take an empathetic approach to such requests.</p>	<p>Cases will be considered by managers on a case-by-case basis</p>	<p>Depends on circumstances/nature of surgery being requested</p>	



Life Leave Request Form

Once completed – please email request to the Cover Manager with the subject line “Life Leave Request”. Please give as much notice as possible, attaching any evidence required – at least 10 working days, unless there are exceptional circumstances. Approved requests will be passed to relevant staff for communication of outcome.

Name		Staff Code	
First date of leave		Last date of leave	Total No. of working days
<i>If the time required is less than one day, please state the number of hrs. required and the time period that you will be away from your place of work</i>			
Number of hours required		Time away from the workplace	<i>Insert time period i.e. 09.00- 11.00</i>
Please provide an explanation as to type of leave required, please detail your reasons, together with any supporting documentation			
Cover Requirements Please tick as appropriate including any Duties	P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> Lunch Duty 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/>		
Signed by Employee	I have read and understood the Life Leave policy.	Date	

Life Leave Decision

Yes/Request Approved

No/ Request Declined

Number of Day(s) with Pay:

Number of Day(s) without Pay:

None Approval (Reasons for Decline)

- Operational difficulties in covering absence
- Loss of continuity of educational provision for pupils
- Life Leave limits already reached
- The request is outside of the policy framework
- Other. Explanation of reason(s) for non-approval:

Print Name:		Date	
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Appeals – CEO & SLT /Appeals Committee			
Request for Life Leave Approved (Reason/s)			
Number of authorised leave days with pay		Number of authorised leave days unpaid	
Request for Life Leave Not Approved (Reason/s)			
Signed by		Date	
Print name			