Family Leave, Leave and Time off and Sickness Absence Policies - FEDERATION

Updating Policy Procedure

These are LCC Policies which the Federation has adopted.

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of ***any updates*** they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:	Tracy Claypole – Fortuna Becky Wyles - Athena
Updated on:	February 2025
Date to be reviewed:	January 2027
Date Ratified at FGM	07/07/2025

Fortuna/Athena Federation follow Lincolnshire County Council policies, which are amended to suit the setting, with regards to staff absence. The following policies are in place and followed:

Schools Sickness and Absence Policy and Procedures
This policy outlines the difference between short term and long term Sickness absence and the procedures both employees and employers should follow. With information regarding Personal Support Passport (PSP)

Schools Leave and Time Off Policy
The policy outlines the circumstances in which additional leave/time off from work can be considered and how requests will be managed.

Sickness and Absence Categories

Category	Amount of time	Request For Absence Form	Written request to Head Teacher in Advance	Paid or unpaid
Special Leave - Child care issues - Dependent assistant - Dependent care - Domestic emergency, flood, fire et - Personal reasons	10 days per year (family or personal reasons)	x	/	Paid
Family emergency	(short term 1-2 days)	x	x	Paid
Specific caring responsibilities	(short term 1-2 days)	X	x	Paid
Discretionary leave	10 days per year (bereavement of close relative or dependent)	x	/	Paid
Anti-natal appointments	As requested	/	Can request to see appointment details	Paid
Dependents leave	1-2 days	X	x	Paid
Parental bereavement	2 weeks	X	Informal notification such as a	Paid

			phone call	
Fertility treatment (need to have 12 months continuous service first)	3 days per year	x	/	Paid
Public Duties	Subject to needs of school	/	Amount of time to be agreed on written request	Discretion of head
Jury Service	As needed	/	/	Paid
Witness	As needed	/	Appropriate documentation should be supplied	Paid
Dental/Medical appointment	Should be outside working hours	/	x	Unpaid
Hospital/consultant/specialist clinic	As needed	/	Proof of appointment required	Paid
Medical screening	As needed	/	/	Paid
Counselling Appointments	As needed (5 days notice)	/	5 days notice	Paid

Request for absence

Employees can request additional absence from work which are not covered by any other policy. In all circumstances, requests will be considered sympathetically and are subject to the needs of the school and individual circumstances. Requests for absence are at the discretion of the head, and it may be that the leave is granted but this will be unpaid or time in lieu. Requests for absences will be tracked over a 12-month rolling period. If requests are not granted this will be discussed with individuals on a case-by-case basis. The headteacher needs to consider the needs of the school and the impact to well-being of other employees.

Other leave

- Moving house
- Degree ceremonies/passing out parades
- Meetings regarding children's education
- Interviews
- Other personal reasons

Employees are responsible for checking term dates and INSET dates for the academic year. It is an employees responsibility to ensure that they are aware of these dates when booking holidays.

Family Leave Policy

The policy sets out employees' rights in relation to pay, time off and rights to return to work in the following circumstances; maternity, adoption, paternity and parental leave.