



# GMAT POLICIES

*Special Leave*

**Greater Manchester Academies Trust**

# Revision Information

<b>This document has been approved for operation within</b>	All Trust Establishments
<b>Date of last review</b>	August 2018
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<b>Review Period</b>	Every three years
<b>Date of Trustee Approval</b>	
<b>Status</b>	
<b>Person Responsible for Policy</b>	
<b>Owner</b>	Greater Manchester Academies Trust
<b>Signature of Approval</b>	

Review Date	Changes Made	By Whom
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*With you...for you...about you...*

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## Introduction

This document represents Greater Manchester Academies Trust’s policy on special leave during working hours but excludes its additional family support leave schemes (see relevant policy).

This policy applies to all employees at the Trust; and indicates where special leave will be granted with or without pay.

To assist in achieving consistency in application of the policy, or for purposes of interpretation all requests will be dealt with by the Principal/Head.

## Public Duties

An employee should be allowed reasonable time off with pay during working hours to perform any of the duties of office, such as for example

- Magistrate
- School Governor
- Councillor for a Local Authority
- Member of a statutory tribunal (e.g. member of Children's Panel)
- Member of a Health Board or NHS Trust
- Special Constable
- Teacher at a Prison, Remand Centre and/or Young Offenders Institution

It will be for the Principal/Head to determine what constitutes reasonable time off for public duties by examining:

- how much time off is required for the performance of the duties of the officer as a member of the body, and how much time off is required for the performance of a particular duty
- how much time off the employee has already had in respect of these kind of duties
- the circumstances of the Trust and the effect of the employee's absence on the running of the Trust
- the impact of the employee's planned absence on other employees and students

Where time off with pay is granted, it will be subject to the deduction from such pay of any fees or remuneration or like allowances for the exercise of duties of the position which the employee is entitled to claim from the appropriate body whether or not the employee makes a claim.

Where an employee elects to use his/her annual leave or to take time off without pay he/she can retain any fees, remuneration or allowances.

As a guide:

- paid leave for Magisterial and other public duties is up to a maximum of 208 hours per year (including school holidays) the timing of which, is subject to the agreement of the Principal/Head
- paid leave up to a maximum of 5 days per year for School Governor duties can be given; this 5 day allowance is included within the 208 hours referred to above if more than one office is held

## Jury Service

Paid time off is allowed for employees undertaking jury service but the employee must first inform the Principal/Head and will then claim the allowance for loss of earnings to which they are entitled. The Trust will deduct an equal amount from the employees pay.

## Voluntary Emergency Services

Employees who are members of an approved Voluntary Emergency Service Organisation will be granted special leave, with pay, to attend actual emergencies during working hours, but subject to the deduction of pay, remuneration and allowances received from such bodies, and subject to approval from the Principal/Head who will be satisfied with arrangements for service delivery in the absence of the employee during a call-out.

Approved bodies are British Red Cross Society, St. John's Ambulance and the Mountain Rescue Service.

## Service in non-regular armed forces

Employees will be allowed 1 week's additional paid leave for attending the compulsory annual two week camp; with the choice to take the second week as part of the normal annual leave or without pay.

## Religious festivals

The Trust recognises that many religions and beliefs have festivals, holidays or religious events that practicing employees may wish to observe; and that these festivals and events may fall during term time when all employees are expected to be at work.

Requests for annual leave or time off for the observance of such events during term time will be considered sympathetically by the Principal/Head and, where the request is reasonable, will be accommodated wherever possible. In determining if time off is possible the Principal/Head will consider:

- how much time off is required for the observance
- the circumstances of the Trust and the effect of the employee's absence on the running of the Trust
- the impact of the employee's requested absence on other employees and students

## Exam/Study Leave

Paid time off is allowed for the above in relation to courses approved by the Trust, at the Principal/Head's discretion.