

## **ARTFORMS MUSIC**

# **LEAVE OF ABSENCE AND ANNUAL LEAVE POLICY AND PROCEDURE**

**January 2023**

## **LEAVE OF ABSENCE AND ANNUAL LEAVE**

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## **Leave of absence and annual leave**

### **1.0 Introduction:**

**1.1** This policy provides information regarding the entitlements of ArtForms colleagues working in schools and music centres to annual leave and to leave of absence.

It is worth noting some general points

- This procedure applies to all school based and music centre employees relative to appropriate conditions of service.
- All specific time off provisions (in days) detailed in this document will in the first instance be provided on a pro-rata basis for part time/job share employees, but each case will be subject to the discretion of the service based on individual circumstances and mindful of matters of consistency and fairness and in line with the Equality Act 2010 and the Part-time Working Regulations.
- Requests for leave of absence from staff who are employed on a term time only basis will be approved in accordance with the guidance provided within this document.
- 'Close relatives' or 'immediate family' are defined as spouse, partner, children, parents, grandparents, sister/brother, parents-in-law and those of partner or nominated next of kin. This also includes stepchildren, foster and adopted children/parents. Consideration may be given to other relatives not mentioned above on a case-by-case basis.
- A 'year' refers to a 12-month period between 1 April and 31 March.
- The Head of Service will have responsibility for approving all requests but may choose to devolve decisions to the senior leadership team. Head of Service and/or senior leaders may consult with the service HR Business Partner in seeking guidance and advice on implementing this policy.
- Head of Service and senior leaders must make decisions about requests for leave in accordance with this policy and in the context of the operational requirements of the service.
- Guidance on maternity/birth/adoption/parental leave forms can be found in the work & families policy
- Regard should be given to the confidential nature of the information which may be required to be given

### **2.0 Annual leave**

ArtForms colleagues working in schools and in music centres are not entitled to any additional leave other than school and/or music centre holidays.

**Requests for leave of absence on the defined working days will not normally be approved, except in accordance with the provisions of this document.**

### **3.0 Leave of absence**

In cases where leave of absence is granted, employees must complete a leave of absence/special leave request form

**The granting of special leave is not an automatic entitlement.** Any decisions on requests for special leave will take account of both service requirements and the employee's own needs.

Each case will be considered on an individual basis and in some circumstances the operational needs of the service will be the determining factor when decisions are made.

**It is recognised that there will be occasions when employees require time off either with or without pay, and the provisions contained within this policy aims to meet these requirements. However, employees will appreciate that any abuse of these provisions may lead to disciplinary action being taken in accordance with the Service Disciplinary Policy and Procedure.**

**Any requests for leave with pay which are not covered in this policy (where the Head of Service is sympathetic towards the request) will be considered by the Head of Service in consultation with the HR Business Partner.**

Requests for leave of absence must, normally, be submitted at the point when the employee is first aware that leave of absence will be required or at least 1 week prior to the first day of intended absence (except in the case of emergency/unforeseen circumstances when the Head of Service should be informed at the earliest opportunity). Failure to give adequate notice of the request without good reason so that alternative arrangements can be made to meet the employee's commitments may result in the request not being approved.

For requests for leave of absence which clearly fall within this policy, these should be considered by the Head of Service who will acknowledge the request and will normally provide an outcome within 10 working days.

**Where the Head of Service of senior leader considers that a request is unreasonable it will be refused – in such circumstances the employee will be given the reason(s) for the decision.**

### **3.1 Public service**

#### **3.1.1 Public duties**

All employees will be granted reasonable paid leave of absence to serve on public bodies or undertake public duties. The employee is entitled to any attendance allowances/expenses in addition to full pay. However, where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to Leeds City Council.

This provision includes duties as: -

- i) A Juror
- ii) A Justice of the Peace (Magistrate)
- iii) A Member of a Local Authority
- iv) A co-opted member of a local authority committee

- v) A member of a statutory tribunal
- v) A member of a Regional or District Health Authority
- vi) A member of a National Health Service Trust
- vii) A member of a Family Practitioner Committee
- viii) A Governor of a school, higher education corporation or educational establishment maintained by a local authority
- ix) A member of a Board of Visitors to prisons, remand centres and young offender institutions

### **3.1.2 Employees Serving on Outside Bodies**

The Head of Service has the authority to approve requests from employees to attend meetings of professional bodies, associations, national committees, etc. subject to a maximum of 4 paid days leave per year.

Each case will be considered on its merits, taking into account service provision.

The employee is entitled to any attendance allowances/expenses in addition to normal pay. Where loss of earnings can be claimed this must be paid to Leeds City Council. In addition, where leave with pay is granted any fees in respect of these duties must be paid to the Council.

### **3.1.3 Elections**

Employees who serve during an election (General Election, By-Election or Local Election) are granted time off with pay for the time involved. Recognised roles include; Presiding Officer, Polling Clerk.

Election duties that overlap normal working hours. For example, an employee who normally works 9am-5pm would be entitled to special leave with pay for any election duties that overlap these hours, such as poll clerk at a polling station.

Or

The day after an overnight count. If the count duties finish after 3am an employee will receive one day special leave with pay. If the employee is not required to work past 3am they will be granted special leave with pay for half a day (half the shift).

Multiple days - postal vote opening and post-election team duties

Duties may cover several days, and all days should be granted special leave with pay.

Postal vote opening

Special leave only covers duties that overlap normal working hours. If the opening duties finish before an employee's normal finish time they would be expected to return to their substantive role.

#### Reasonable notice

Employees should give their manager as much notice as possible to enable the team to plan for their absence. It is at the manager's discretion whether the service can release employees.

These provisions apply to employees serving on elections with neighbouring councils where reciprocal arrangements are made i.e., the employees of other councils would be given time off to serve elections within Leeds City Council boundaries. This provision does not extend to those individuals who assist candidates/parties at elections e.g., agents, those who have been involved in canvassing etc. who will be expected to take annual leave (where appropriate), or may be granted unpaid leave.

#### **3.1.4 Councillors of other authorities**

The Local Government and Housing Act 1989 has made it unlawful for a local authority to give in excess of 208 hours of paid time off in any one financial year to any of its employees to enable them to undertake their duties as an elected member of another local authority. This limit does not, however, apply to the posts of Council Chair of an authority or Mayor. The Head of Service may still, however, grant unpaid leave of absence for local authority duties if he/she considers this to be reasonable.

The monitoring and control of time off for members of other councils is the responsibility of the service. Such records may be required for future inspection by an external monitoring body. The employee is entitled to claim any attendance allowance/expenses in addition to full pay.

#### **3.1.5 Jury service**

Time off with pay will be granted for jury service. Where loss of earnings can be claimed this must be paid to Leeds City Council.

#### **3.1.6 Witness in court**

Employees who are required to attend court as a witness either in a criminal or civil case where a witness summons or subpoena is issued shall be granted time off with pay. Where loss of earnings are paid the employee must claim and pay the allowance to the council.

Where an employee is requested to attend court as a witness by the Crown Prosecution Service (CPS) they will be paid an allowance by the CPS towards basic salary lost which they must claim and repay to the council.

Reasonable paid time off will be granted where:

- an employee is attending court (but where neither a witness summons nor subpoena has been issued) and is giving evidence in cases of violence or harassment involving a request by the employee for court orders (e.g., injunction proceedings)
- an employee attends court as a witness in a civil case, but not answering to a subpoena.

The employee will provide, upon request, documentary evidence in connection with their attendance.

### **3.1.7 Search and rescue activities - Volunteer Warden Service**

School based staff who are called upon at short notice to participate in search and rescue missions as part of this service are to be allowed special leave with pay for the days in question.

### **3.2 Service in non-regular forces**

An employee who is a volunteer member of the non-regular forces is entitled to attend summer camp or equivalent as required. Where loss of earnings are paid, the employee must claim and pay the allowance to the council.

### **3.3 Special events/functions**

Reasonable leave of absence with or without pay may be granted at the discretion of the Head of Service where a member of staff is required to attend a specific function or event either as a participant or in support of others e.g.,

- an employee is specifically requested by a government department or governing body, or other similar body, to attend a particular function or event
- an employee is required to attend a national or international event as either a competitor or in support of those competing
- an employee may be receiving some form of honour

However, where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to Leeds City Council.

### **3.4 Bereavement leave**

**The following factors should be taken into consideration when determining how many days leave can be granted, up to the maximum given below:**

- it is the bereavement of the immediate family or a partner's family
- an individual has been brought up by some other person/relative
- where an employee is solely responsible for the funeral arrangements



Colleagues may be granted up to 5 days paid leave inclusive of travelling time for the bereavement of a member of a teacher's or support staff's immediate family or that of his/her partner.

For any other funeral, the request for leave must be approved by the Head of Service, and would normally be a maximum of one day for the interment plus reasonable travelling time

### **3.4.1 Parental bereavement leave**

Parents who suffer the loss of a child. There is a statutory right to a minimum of 2 weeks' leave for all employed parents if they lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked for their employer.

Parents will be able to take the leave as either a single block of 2 weeks, or as 2 separate blocks of one week each taken at different times across the first year after their child's death. This means they can match their leave to the times they need it most, which could be in the early days or over the first anniversary.

Bereaved parents who have been employed for over 26 weeks will receive occupational parental bereavement pay alongside their parental bereavement leave, which will include any entitlement to statutory parental bereavement. Pay will be calculated on what would have been received if the bereaved parent was at work.

Confidential support for other issues is available to all colleagues 24/7 through the employee assistance programme. A wide range of support is offered – please use this link.

[Employee Assistance Programme \(tercltd.co.uk\)](http://tercltd.co.uk)

### **3.5 Absence for dental treatment**

Routine visits to the dentist (i.e., all non-emergency appointments) should be arranged during an employee's own time.

Urgent or emergency dental treatment should be treated as a special leave of absence request.

If such an emergency requires the employee to continue to be absent from work for a period longer than that necessary to gain treatment, the absence will be treated as being due to ill health and the normal sickness procedures will be followed.

### **3.6 Absence for doctor's/hospital appointments**

Wherever possible, all doctor's/hospital appointments should be made in an employee's own time. Where an employee is unable to ensure that appointments are in their own time then an appointment may be made in normal working hours and time off with pay will be granted.

Where a hospital appointment is made in normal working hours, the employee may be asked to provide their Head of Service or most appropriate person with the appointment card/letter in order to confirm the details. Whilst it is acknowledged that initial hospital appointments may be unavoidably within work time, where possible, follow up appointments should be arranged in the employee's own time. If this also proves difficult, then effort should be made to arrange appointments at either the beginning or the end of the school day to minimise disruption.

All non-elective hospitalisation should be treated as sickness. Medical certificates should be provided in accordance with the normal sickness procedure.

Where the treatment involves longer periods of hospitalisation or absence, medical certificates should be provided in accordance with the normal sickness procedure.

### **3.7 Emergency/ domestic leave**

All employees have a legal entitlement to take **unpaid** time off to deal with incidents involving their dependants. A dependant is defined as:

- A spouse
- A parent
- A person living in the same household, other than as an employee, tenant, lodger or boarder.

By this definition, unmarried partners of the opposite or same sex and living together, will be classed as dependants.

A dependant is also any person who reasonably relies on the employee for assistance on an occasion when the person falls ill or is injured or assaulted, or to make arrangements for the provision of care in the event of illness or injury. This includes, for example, elderly relatives not living in the same household but reliant on the employee to assist them in the event of illness or injury.

No qualifying period of service is required, and all employees will have the right to a reasonable amount of unpaid time off.

For the purposes of this policy, requests for time off for family and domestic reasons would be considered under the headings below. This policy goes further than the legal entitlement to unpaid time off, it defines the circumstances in which schools should consider granting paid leave.

**In cases of domestic difficulty, illness of an employee's child and serious illness of a close relative, time off should not normally total more than 5 days paid leave in any year.**

**In the case of a serious illness of a relative, including an employee's own child, the number of days paid leave may be increased to 10 in any year. The Head of Service may also wish to consider granting additional unpaid leave in the event of a serious illness.**

Employees should be aware that paid time off for family and domestic reasons is not an annual entitlement, but that it is determined on each occasion according to the case and individual circumstances.

**The Head of Service should also look flexibly at the alternatives to unpaid leave which are available to them. For example:**

- **Working from home**
- **Flexi time**
- **Time in lieu**
- **Temporary adjustment to hours**
- **Annual leave**

### **3.7.2 Domestic difficulty (urgent / personal family business)**

Employees may be granted paid leave for domestic difficulty, up to the maximum as detailed above in any year, providing this leave has not been taken for other family and domestic reasons covered by this policy. Domestic leave is intended to cover those situations which happen unexpectedly, and it may be appropriate for staff employed throughout the year to take annual leave. Examples of occasions where domestic leave may be appropriate are as follows: burglary where property is unsecured; house damaged due to fire and flooding; domestic violence; breakdown of usual childcare arrangements.

Only one employee per household will be granted time off for instances where a presence is required at the property concerned; e.g. house flooded due to burst pipes. This provision does not extend to people making medical or other appointments (see paragraphs 3.5 and 3.6).

Where an employee's usual childcare breaks down, time off should be limited to what is required to put in place alternative arrangements. There is also an expectation of shared care, where a child has both parents.

### **3.7.3 Illness of an employee's child**

In case of emergencies where there is no other person to look after a sick child, time off with pay will be granted from the overall provision for Emergency / Domestic Leave. The Head of Service should use their discretion in determining how many days to grant with pay. As a general guide, where a child is unable to

attend school but is not so ill as to require constant monitoring, then only one day with pay is recommended as this should be sufficient to put in place alternative arrangements. Where a child is so ill that a parent is required to be in permanent attendance then the Head of Service may wish to extend the amount of paid leave and it may become necessary to consider the provisions under the serious illness of a close relative.

'Child' for the purpose of this leave, is a child under the age of 16 years, or up to the age of 18 years in the case of a disabled child - a disabled child is one who is in receipt of Disability Living Allowance, or in receipt of a Personal Independence Payment (PIP) for those aged 16-18. When looking after a sick child, there will be an expectation of shared care and accordingly time off will be approved on this basis.

Non-urgent appointments with a dental practitioner/doctor for an employee's child are expected to be arranged during an employee's own time i.e., outside normal working hours or in annual leave.

Equally, hospital appointments for an employee's child should also be arranged in an employee's own time where possible. However, where the employee's child is allocated a specific, fixed hospital appointment time and the employee is unable to cover the absence using their own time as described above, reasonable time off with pay will be granted.

#### **3.7.4 Serious illness of a close relative (see notes below)**

This time off is designed to cope with emergencies that cannot be postponed.

Employees may be granted leave with pay to look after a close relative in the event of serious illness. In the case of a serious illness of a relative, including an employee's own child, the number of days paid leave may be increased to 10 in any year.

Each request for further time off in excess of the 10-day period will then be considered on an individual case by case basis subject to the specific circumstances of the request and mindful of matters of consistency and fairness, and where granted, this additional time off may be granted without pay.

In this event, the Head of Service is reminded to consider other flexible working arrangements which may apply as outlined at the beginning of this document, and which may better support the member of staff's needs at that time.

Long term absences that require a number a number of absences will be treated as "one occasion". This provision will only be made when there is no other person/provider/carer available to look after the sick relative.

'Serious illness' is defined as that which makes it necessary for the employee to make urgent and special arrangements for the care of the relative (e.g., following discharge from hospital)

If the outcome of the serious illness is such that the patient requires long term care, the Head of Service may grant a reasonable period of unpaid leave. The employee may be required to submit medical evidence in respect of the sick dependant, at whatever point the Head of Service feels appropriate.

There is also an expectation of shared care if a child is involved and has both parents.

### **3.8 Time off for medical screening**

Paid time off shall be granted to employees for the purpose of medical screening, including all cancer screening. Reasonable time off with pay will be granted for employees to attend their own GP's well person clinics.

### **3.9 Donors**

- Blood/plasma donors

An employee shall be granted reasonable time off with pay to attend blood donor sessions.

- Bone marrow and peripheral blood stem cell donors

An employee shall be granted paid time off to act as a bone marrow and PBSC donor up to a maximum of 7 days. This time should not be deducted from sickness entitlement. Supporting medical documentation will be required. Any time above 7 days will normally be without pay.

- Organ donors

An employee shall be granted paid time off to act as an organ donor up to a maximum of 6 weeks. This time should not be deducted from sickness entitlement. Supporting medical documentation will be required.

Any time above 6 weeks will normally be without pay.

### **3.10 Treatment in relation to infertility**

Reasonable paid time off, up to a maximum of 10 days per year, will be granted for employees who are required to attend medical appointments or who are hospitalised in relation to infertility treatment. However, each case should be considered on an individual basis and employees will be required to provide an appointment card or letter to confirm the details.

Consideration should be given to requests for extended periods of time off on an unpaid basis.

### **3.11 Impairment related leave**

This leave applies to all school based and music centre staff when an absence is unavoidable, is related to a disability, but is not due to illness/sickness. Reasonable impairment related leave with pay will be granted. This will avoid disabled employees having to take leave that is then inappropriately classified as sick leave.

Impairment related absences may occur when disabled employees have to take leave due to external circumstances which affect their ability to attend work.

Examples of impairment related absences

Disabled employees may be granted impairment related leave in the following circumstances:

- Breakdown of usual arrangements at work, for example: sickness of personal assistant, malfunction of aid or adaptation, alteration to work premises, lifts, toilets, car parking etc, which prevent an employee from attending or remaining at school and where no suitable alternative arrangement or work (e.g., at home/other site) can be found.
- Breakdown of usual arrangements which make it unreasonably difficult to get to school. For example, mobility aids such as wheelchair, artificial limb or car breakdown in the absence of a suitable accessible alternative.
- Unfavourable weather conditions which put the employee at risk. For example, ice, snow, fog or strong winds etc.
- If not already covered under Hospital/Medical Appointments (3.6), time off for impairment related medical visits (where it is not possible to arrange such visits out of working hours) in relation to assessment, treatment, servicing or repairs to mobility aids and rehabilitation.

In respect of the above circumstances, a reasonable level of proof may be required by the Head of Service.

A disabled employee will only be granted impairment related leave if reasonable alternatives to enable the disabled employee to attend work cannot be made.

Although this procedure will separate impairment related leave from general sickness and other special leave, it will still need to be managed in a proactive way and offer support to disabled people in order to reduce the number of absences where appropriate.

The Head of Service and employees must make every effort to identify and discuss the situations that might necessitate impairment related leave. Disabled employees will often be aware in advance of the circumstances that make it

difficult for them to work or get to work. Because an event arises that has not previously been identified, this does not mean that leave will not be granted.

When the instances which trigger impairment related absences occur, the Head of Service and employee should discuss reasonable ways of overcoming them and reducing the need to take impairment related leave through flexible working and the use of technological developments. For example, arrangements could be made for the disabled employee to work from home during periods when they are unable to attend work.

### **3.12 Leave for study / examinations**

Leave for study, related to role specific continuing professional development in the service, one-half day's paid study leave for each examination is granted.

Leave to sit an examination that would enhance an employee's role specific professional development, the period necessary would be granted with pay.

### **3.13 Interview leave**

Reasonable time off with pay will be granted to attend interviews for posts at any other educational settings or with another local authority.

Specific provisions apply to staff affected by school reviews or by the need to make staffing reductions within an individual school. Reference should be made to the relevant documents, (MSR Policy and Working Together to Avoid Compulsory Redundancy).

### **3.14 Religious festivals and special events**

Up to two days per year with pay will be granted where the member of staff's religion requires them to attend if this is a day on which the member of staff would normally be in school.

For special events of particular importance to members of religious or cultural groups, one day will be granted with pay. Unavoidable travelling time in excess of one day will be considered without pay.

This does not include time for preparation for festivals or days which may be used for family celebrations which are not the specified dates for the religious event.

### **3.15 Overstaying/delayed returns**

If staff, returning from a holiday abroad or returning from extended leave for religious/cultural reasons, are delayed in returning from the country they have visited, for reasons such as transport strikes, delayed flights, accidents etc and this delay takes them into term time, then in such circumstances it is the member

of staff's responsibility to maintain communication with the Head of Service and to keep to an absolute minimum any unforeseen overstay.

On their return the Head of Service will need to consider the reasons for the delay. If the circumstances are not covered by any other policy the period of absence would be without pay.

In the first instance staff should claim compensation from the travel company.

If the member of staff is unable to claim compensation the circumstances of the delay should be considered. Advice should be sought from the HR Business Partner.

### **3.16 Attendance at weddings & civil partnerships**

Leave of absence will not be granted for an employee's own wedding during term time.

For time off to attend the wedding of the employee's or employee's partner's immediate family, one day with pay will be granted. Unavoidable travelling time in excess of this will be considered without pay.

Time off to attend the wedding of someone other than the member of the employee's or employee's partner's immediate family, one day without pay will be granted.

### **3.17 Graduation ceremony**

Time off to attend the graduation ceremony or "passing out" (for example, armed forces and emergency services) of the employee or member of the employee's immediate family, one day with pay will be granted.

Unavoidable travelling time in excess of this will be considered without pay.

### **3.18 Moving house**

Where the day of the move unavoidably falls on a weekday, one day with pay will be granted.

### **3.19 Severe weather conditions - attendance at work**

#### **3.19.1 Scope of these arrangements**

This applies to all school based and music centre employees.

These arrangements will be applied when there are severe weather conditions. If there is any doubt as to whether they will apply, advice should be sought from



personnel. The criterion which will be used is the extent to which most means of transportation cease or are seriously disrupted.

### **3.19.2 Procedures to apply when 'severe weather' is determined**

If a decision has been made that a school or music centre is closed to students due to severe weather conditions, then ArtForms colleagues are not required to attend. Where staff are not required to attend, they should be paid normal salary. Colleagues are advised to contact all schools or music centres before making a journey in severe weather conditions.

If the school/music centre is open and the member of staff is not able to get there, the Head of Service should determine if that member of staff has made reasonable attempts to get to school. If a reasonable attempt to attend has been made, then the absence should be with pay. The extent to which most means of transportation cease or are seriously disrupted will need to be taken into account.

**If the member of staff will be absent or late, they must telephone their school(s) / music centre to report the circumstances.**

Staff who arrive late should not suffer loss of pay. If the school(s)/ music centre release(s) staff early they should not suffer loss of pay.

If weather conditions are not severe and staff do not turn up, the Head of Service may ask those staff to make up the time, or alternatively the period will be without pay.

When considering reasonable adjustments for staff with disabilities who may have particular difficulties in attending work under severe weather conditions, the Head of Service has the discretion to grant paid time off in cases where it is considered appropriate. (See above examples of impairment related absences, **3.11** for further information).

If the member of staff is ill on the day or days when there are severe weather conditions, the service's normal sickness reporting and recording procedures will apply. Colleagues who are on training courses who are unable to attend the training venue should, if possible, report to their school(s). If they are unable to attend their school(s) then the above will apply.

Absences caused by the urgent need to care for children, elderly, other close relatives whose schools, day centres or other establishments may have been closed because of severe weather conditions will be considered under emergency leave. If the Head of Service is satisfied that the member of staff had no alternative but to stay at home with the child/person, then pay should be granted. However, there is an expectation that all reasonable attempts to make alternative arrangements and/or share the responsibility of care should be made if appropriate.

### **3.20 Release of teachers for examination board activities**

Dependent on the needs of the service, consideration will be given to appropriate time off for public examination duties in accordance with Conditions of Service for School Teachers 2000 Edition (Burgundy Book). Prior agreement between the member of staff and Head of Service is required before the member of staff enters into a separate contract with an examination board for examination responsibilities entailing time off from work.

### **3.21 Fostering leave**

Leeds City Council recognises and values the contribution that foster carers make to society and especially the lives of children in care. We understand that foster carers who do other work in addition to fostering need some flexibility in their working arrangements in order to meet the needs of their fostered child.

We will support foster carers and approved kinship carers by giving paid time off in any 12-month period as follows:

- assessment and initial training prior to approval as a foster carer - up to three days
- attendance at panel for approval – one day
- child review meetings, annual foster carer review meeting and training – up to five days.

This leave is available to staff who:

- are applying to become foster carers
- are approved foster carers and have a child in placement (or have had a child in placement for 75% of the previous 12 months) or are an approved kinship carer
- and have three months or more employment service with either; Leeds City Council, a Local Authority Maintained School, or any other school or academy recognised under the Modification Order Act (1999) and under the locally agreed Leeds Schools Continuous Service and Academies Policy.

Where both partners are employees of the council, the above entitlement will apply to each employee.

Line managers will approve the leave taking into account individual circumstances of each case and operational requirements of the business. The leave will be considered and approved on a pro rata basis.

In addition to the above entitlement, flexible working guidance, special leave for emergencies and parental leave policies all apply to foster carers/ kinship carers and managers should give consideration to all provisions.

#### **4.0 Leave of absence without pay**

##### **4.1 All school based teachers / instructors and music centre colleagues**

In addition to the provisions outlined in this document and as stated throughout this document, the Head of Service also has the discretion to grant leave of absence without pay. Each case should be considered on its individual merits, such as, for family or personal reasons e.g., long term care of a close relative or a full-time course of study to enhance an individual's personal development. The course must be appropriate, of benefit to the individual and to the service as a whole.

A leave of absence request should not be approved for the purpose of work / financial gain e.g., short term contract with another employer or consultancy work. Requests which have neither educational nor compassionate grounds will not normally be considered.