



LEAVE OF ABSENCE

POLICY INTO PRACTICE

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INTRODUCTION

Stanmore College recognises the need for effective policies that play a key part in supporting an appropriate life-work balance. Such policies are intended to: allow a more effective combination of home and work responsibilities; enhance equality of opportunity at work; maintain the competitive advantage of the organisation by retaining skilled and valued employees.

SCOPE

This policy applies to all College employees.

POLICY

The College's policy is to grant reasonable requests for time off in accordance with this policy, in addition to holidays, sickness absence and maternity and paternity leave, subject, at all times, to the operational needs of the organisation.

Statutory Leave of Absence

The College will comply fully with legal requirements in respect of statutory leave of absence. The following is a summary of employees' statutory rights and is not intended to be a comprehensive statement of those rights. For further information, employees should contact the Human Resources Department.

1. **Trade union duties/training:** officials of independent trade unions recognised by the College have the right to take reasonable paid time off to attend to appropriate industrial relations duties which the College has agreed the union may perform and to undergo training for those duties.
2. **Trade union activities:** members of independent trade unions recognised by the College are entitled to take reasonable unpaid time off work to take part in the activities of their union, eg: to attend the annual delegate conference.

With reference to the above, the College will seek to comply with the ACAS Code of Practice.

3. **Safety representatives:** accredited safety representatives have the right to take paid time off as necessary to carry out their duties and to undergo training.
4. **Public duties:** employees are entitled to reasonable unpaid time off to undertake such public duties as: Justice of the Peace, membership of a governing body of an educational institution, etc.
5. **To seek work or arrange training:** employees with two years' service who are under notice of redundancy are entitled to reasonable paid time off for these purposes.
6. **Antenatal care:** all pregnant women may take time off with pay for antenatal care.

7. **Family emergencies:** employees have the right to take a reasonable amount of unpaid time off to deal with family emergencies.
8. **Parental leave:** parents with one year's service have the right to take 13 weeks' unpaid leave (18 weeks if the child is disabled) to care for their child until his/her fifth birthday.

Special Leave of Absence

The salary of all employees during special leave of absence will be paid in accordance with the following:

Reason for Absence	Period in Leave Year Not Exceeding
1. (a) Death or serious illness of near relative: Spouse or Partner Parent (or parent in law/of partner) Child Siblings Grandparent, Grandchild	5 working days depending on circumstances, distance,
(b) Any other relative	1 working day
2. Attendance at a funeral relating to 1 above	3 working days according to distance and circumstances
3. Moving home	1 working day
4. To attend interview for another appointment	2 working days according to distance and circumstances
5. The first sitting of any examination that is appropriate to the employee's career development or job role	As necessary to sit for the examination
6. Study Leave for 6 above.	3 working days
7. Attendance at approved conferences and short courses	Duration of course
8.. Attendance at meetings of examiners (provided that examinerships held have been approved by the Principal)	As necessary to attend provided that any fee receivable is refunded to the College
9. Medical appointments	As necessary on the understanding that part-time employees should try to avoid appointments in working hours and that full-time employees should arrange appointments at

the beginning or end of the working day whenever possible.

10. Jury Service

As necessary, provided that the loss of earnings paid by the court is refunded to the College.

PROCEDURE

Employees wishing to request time off for special leave of absence must comply with the following procedure:

1. Requests for time off should be made in writing, at the earliest opportunity and, in normal circumstances, no less than 2 weeks before the leave date, on the appropriate form (Request for Leave of Absence available from Staff Intranet - Human Resources page) and passed to the Line Manager for his/her support. The expected period of absence and full details of the purpose for which time off is required must be specified. Where available, supporting documentary evidence should be supplied.
2. The Deputy Principal or Vice-Principal (Curriculum) will consider the request having regard to the employee's eligibility, the relevance of the request and the needs of the organisation.
3. A copy of the form, marked "approved" or "not approved" and signed by the Deputy Principal or Vice-Principal (Curriculum) should be returned to Human Resources who will send a photocopy to the employee and retain the original.
4. An employee wishing to appeal against the decision of the Deputy Principal or Vice-Principal (Curriculum) should do so in writing to the Principal whose decision on the matter shall be final.
5. If an employee is not able to request Leave of Absence in advance, due to an emergency, (eg: serious illness or death in the family), a Leave of Absence form should be completed on the employee's return and sent to Human Resources for possible salary adjustment.

Request for Leave of Absence

Name:.....

Department/Area of Work.....

Job Title:.....

I wish to take paid/unpaid Leave of Absence on (dates or times)

.....

for the following

purpose:.....

.....

Signed: Date:
Employee

Supported by line manager

Signed: Date:
Line Manager

Approved/not approved/paid/unpaid

Signed:..... Date:
Deputy Principal/Vice-Principal (Curriculum)