The Federation of
The Annunciation Catholic Schools

Staff Leave Policy

Including:

Leave due to Care for Dependents, Compassionate or Other Special Leave

Approved by: **Governing Body**	**Date:** September 2026
Last reviewed on: **September 2026**	
Next review due by: **September 2027**	

Contents

1. Aims 3
2. Legislation and guidance 3
3. Scope 3
4. Data protection 3
5. Roles and responsibilities 4
6. Absence/time off from work to care for dependents 5
7. Absence/Time off from work for compassionate or other special reasons 6
8. Monitoring arrangements 7
9. Links to other policies 7

1. Aims

This policy aims to:

- Set out The Federation of Annunciation Schools approach to staff leave due to family/dependency, compassionate or other special leave reasons
- Make sure our Federation of schools are family-friendly places to work by supporting staff members who need to take time off work for family-related reasons
- Support all parties in managing family-related or other leave effectively and consistently, to ensure a fair and transparent approach across the Federation that complies with our duties under the Equality Act 2010 and Employment Rights Act 1996

2. Legislation and guidance

This policy meets the requirements of:

- Conditions of Service for School Teachers in England and Wales (the Burgundy Book)
- Data Protection Act 2018
- Employment Rights Act 1996
- Employment: Statutory Code of Practice – the Equality and Human Rights Commission
- Equality Act 2010
- School Teachers' Pay and Conditions Document (STPCD)
- The National Agreement on Pay and Conditions for Support Staff (the Green Book)

It also reflects best-practice guidance set out in:

- The Advice, Conciliation and Arbitration Service (Acas)'s guidance on holiday, sickness and leave

As such, this policy complies with the STPCD, the Burgundy Book and the Green Book.

3. Scope

3.1 Eligibility

This policy applies to all full-time and part-time staff who are employed directly by the Federation of The Annunciation Catholic Schools, Self-employed workers, volunteers and agency workers are not covered by this policy.

4. Data protection

All discussions and sensitive medical and personal information about staff members will be treated confidentially by all parties concerned. This data will be collected, used and stored in line with the Data Protection Act 2018. Please refer to our privacy notice for staff members on the website for more detail on how data will be processed –

5. Roles and responsibilities

5.1 Headteacher

The headteacher is responsible for making sure that:

- This Staff Leave policy is applied consistently across our school and that it is in line with equality legislation
- Line managers (including the Headteacher) and other staff are aware of this policy and their responsibilities

5.2 Line managers

Line managers have day-to-day responsibility for this policy. If staff have questions about this policy, they should refer to their line manager in the first instance.

Line managers are responsible for:

- Considering all valid requests for time off equally and fairly
- Supporting staff to understand this policy
- Supporting staff and managing reasons for leave matters confidentially and sensitively, and in line with the Data Protection Act 2018
- Promoting positive working arrangements
- Maintaining effective communication with staff, including while staff are on leave
- Liaising with payroll promptly if a staff member's pay needs to be adjusted as a result of them taking time off/leave for reasons outlined in this policy.
- Giving due regard to equality legislation and taking any protected characteristics into consideration

5.3 Governing Body

The governing body will approve this policy and hold the headteacher to account for its implementation.

The governing body will hold the headteacher to account for the implementation of this policy. The governing board has delegated the approval of this policy to the Finance and Resources committee

5.4 Other staff

Staff are expected to:

- Take the time to understand the sections of the policy that apply to them, and seek further detail and/or clarification from their line manager if necessary
- Follow the procedures set out in this policy
- Adhere to the stated timescales

6. Absence/Time off from work to care for dependants

Staff have the right to take a reasonable amount of **unpaid time off to help/care for a dependant in an unexpected event.** If you need time off, notify your line manager as soon as possible so that the best next steps can be arranged.

A dependant may include your:

- Spouse, partner or civil partner
- Child
- Parent

A dependant may also be someone who:

- Lives in your household (excluding tenants or lodgers)
- Would rely on you for help in the event of an accident, illness or injury, such as an elderly neighbour
- Relies on you to make care arrangements

An unexpected event may include:

- Where a dependant falls ill, is injured or assaulted (this could be as a result of a deterioration of an existing condition) and requires hospital treatment or has to go to hospital because they go into labour unexpectedly
- Dealing with an unexpected disruption or breakdown of care arrangements for a dependant – e.g. if a childminder or nurse fails to turn up as arranged, or the nursery or nursing home has to close unexpectedly
- Dealing with an unexpected incident involving your child during school hours
- Dealing with the terminal illness/death of a dependent.

The Federation expects that appointments where you may need to accompany a dependent (for example to a doctor, dentist or optician appointment) are made outside your working hours when this is possible or that you seek to put other arrangements in place for the dependent if possible, for example for them to be accompanied by another appropriate carer/parent. If the appointment must take place in school time, staff will be asked to provide the school with evidence of the reason for the absence/time off request

The Federation will also consider giving time off for events which may be foreseen, but which are of a serious nature that make your presence necessary. This may include time off to settle an elderly relative into a care home or to attend a hospital appointment or planned operation with your child or partner.

As outlined above, authorised absence/time off to care for dependents is usually unpaid. **However, as a goodwill gesture and to support staff well-being, the Federation will consider authorising a discretionary amount of paid leave for all staff.**

For full-time staff this will be considered up to a maximum of three working days of discretionary paid authorised leave requested over a consecutive working period of twelve-months, regardless of whether the days are taken together or separately.

For part-time staff this will be considered on a pro-rata (full-time equivalent) basis, ranging from 0.5 up to a maximum of 2.5 working days of discretionary paid authorised leave. This will also be for discretionary paid leave requested over a consecutive working period of twelve-months, regardless of whether the days are taken together or separately.

Each request for absence/time taken off to care for dependents will be considered on a discretionary, individual basis and staff will be advised if it is all/partially unpaid or paid authorised leave.

The three days (or pro-rata equivalent) discretionary paid authorised leave will not be carried forward to the next year if it is not taken in the consecutive twelve-month working period.

An exception to the maximum of 3 paid days may be in the case of compassionate requests for absence dealing with the serious illness or death of a dependent or close relative, e.g. to support their longer-term care needs during serious/terminal illness or the death of a dependent or close relative. Individual requests which meet this circumstance will be separately considered and the Federation will authorise discretionary paid leave for a longer period, where necessary, to best support staff well-being. See also section 7 below.

7. Absence/Time off for Compassionate or Other Special Reasons

Staff have the right to request absence/unpaid time off for compassionate reasons or for other special reasons. If you wish to request time off for specific reasons please notify the headteacher as soon as possible so that they can consider your request and whether to authorise it.

Requests for leave for compassionate or other special reasons may include:

- To attend the funeral of an immediate or close family member or close personal friend
- To attend a hospital appointment/procedure
- For religious observance of a significant date/festival
- To move house on a legally set exchange date which falls on a working day
- To attend the wedding of an immediate or close family member or close personal friend
- To attend the graduation of an immediate family member
- To attend jury service
- To fulfil School Governor or other public service duties
- To attend an interview

There may be other circumstances in which staff apply for special leave or compassionate reasons which are not listed above or in section 6 and which will be considered. Staff will be asked to provide the Federation with evidence of the reason for the absence/time off request.

The Federation expects that all staff seek to arrange their own personal doctor, dentist, optician etc. appointments outside their working hours. Hospital appointments/procedures for school staff arranged by outside professionals will be authorised, with evidence provided, and will usually be paid leave.

If the request for absence/time for specific reasons such as those shown above is authorised, it will usually be unpaid. However, **as a goodwill gesture and to support staff well-being, the Federation will consider authorising discretionary paid leave for all/partial time taken for compassionate or other special leave reasons**. For example, to attend a funeral (part of day or whole day depending on relationship to deceased and location/time of funeral) or for one day of religious observance in a twelve-month period. Each request will be considered on a discretionary, individual basis and staff will be advised if it is unpaid or paid leave.

8. Monitoring arrangements

This policy will be reviewed annually by the Governing Body.

At every review, this policy will be approved by the Finance and Resources Committee and then approved by the full Governing Body.

9. Links to other policies

This policy links to the following policies:

- Data Protection Policy
- Staff Code of Conduct
- Staff Maternity, Paternity, Adoption and Shared Parental Leave Policy
- Staff Sickness and Absence Policy
- Flexible Working Policy