

# Windsor Academy Trust

# Discretionary Leave of Absence Policy Responsible Committee: People and Culture Committee Date approved by the Committee 08 February 2024 Implementation Date: 1 April 2024

September 2024

**Next review date:** 

Appendices	
Appendix 1	Application for Leave of Absence Form

1.	Introduction

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2.5 Where a leave of absence request is refused there is a right of appeal. Any appeal must be made in writing within 5 days of receipt of the leave of absence decision. The appeal will be considered by the Chief Executive (or nominated person) whose decision is final.

### 3. Discretionary Leave of Absence

3.1 Examples of discretionary time off work that may be granted with pay:

Examples Days per rolling 12 month period

<u>Compassionate / Bereavement leave</u> Serious illness/injury or death (including funeral) of significant other person (i.e. immediate family member) Any personal reason other than those above which it was not possible to schedule for a non-working day or time or with annual leave e.g. dentist, optician, medical appointment, driving test, important one-off family occasions.

Maximum of 3 days

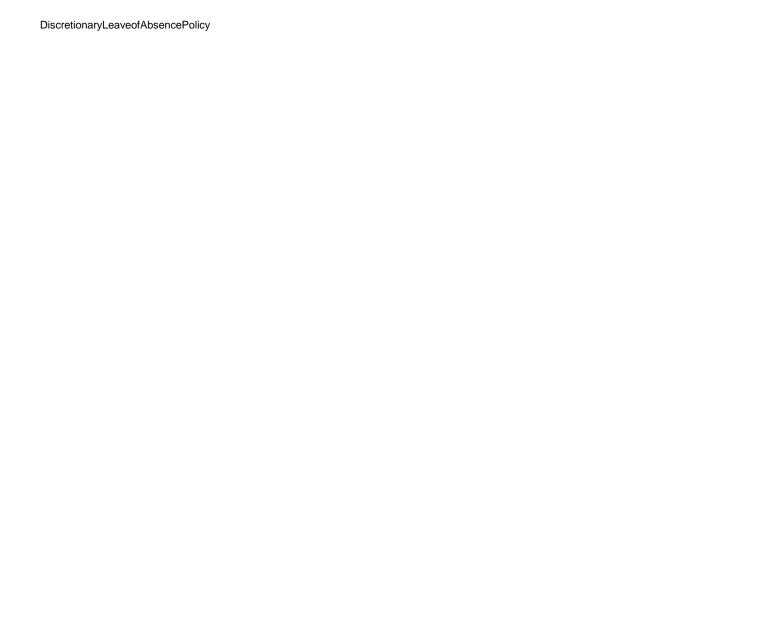
Attendance as witness either on subpoena or other direction from a court or at the direction of the police, or voluntary attendance at an inquest not representing the academy Period of attendance as necessary

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### 3.2.1 Medical appointments:

Upon production of a medical appointment letter/card up to half a day paid leave may be granted to attend an appointment at hospital where it has proved impractical to attend outside normal working hours.

### 3.2.2 Attendance in court as a witness:



### **APPENDIX 1**

## **Windsor Academy Trust**

# CONFIDENTIAL LEAVE OF ABSENCE REQUEST FORM

Part 1 Leave of absence request

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Name:	
Job title:	
Date/ time from: Date/time to:	
I have read and understood the discretionary leave policy. Please attach a copy of any relevant appointment card. Reason for request:	
I understand and accept that if leave of absence is granted without pay it will affect my pension entitlement.  Signed Date	

### Part 2 Leave of absence decision

Your request for leave is:

Approved with pay: Time to be made up: Yes No

Approved without pay:

Not approved for the following reasons:

Operational difficulties in covering absence

Loss of entitlement/continuity of educational provision for pupils/students

Leave of absence limits already reached

The request is outside the policy framework

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