

Approved by:	JCAT HR&R committee	Date: 11 th January 2025
Last reviewed on:	January 2025	
Next review due by:	January 2027	

1. Introduction

- 1.1. JCAT recognises that our staff are hardworking and committed. Our leaders do everything they can to ensure staff are supported effectively when special leave may be needed to help improve staff wellbeing and to be an employer of choice; we start from an assumption of professional trust and the belief that everyone seeks to do a good job. Our culture is one of openness, honesty and kindness and we are here to make the lives of students and staff better.
- 1.2. JCAT provide special leave to employees in the following circumstances:
 - 1.2.1. Public duties
 - 1.2.2. Court service
 - 1.2.3. Trade union duties and activities
 - 1.2.4. Military training and service
 - 1.2.5. Maternity, paternity, adoption and parental leave
 - 1.2.6. Personal and domestic leave
 - 1.2.7. Parental bereavement leave
- 1.3. Whilst there is no legal right to paid time off for all special leave, the Trust Board has made the decision to provide staff with an opportunity to request paid/unpaid time off, as detailed within this policy. We also encourage our staff and managers to consider how they might resolve challenges through flexible working arrangements. For example, a teacher may choose to attend a dental appointment during a free period. Staff may be able to swap activities around with colleagues to provide support and cover for each other (e.g. to attend a sports day or school nativity).
- 1.4. Where staff are able to work flexibly, swap and cover for each other, a special leave request is not required as employees have already sourced a solution for themselves. Where informal agreements are made it may be appropriate to record the agreement for future reference. Where they have tried and have been unable to find a solution they should submit a request to the headteacher.
- 1.5. We acknowledge the diverse range of staff we employ provides us with opportunities to assess leave requests against the circumstances, rather than applying the same rules for all, regardless of their suitability. We will try to support leave requests where operationally feasible. This will involve managers making difficult decisions, balancing the needs of the school and Trust with the needs of individuals.

2. General Considerations

- 2.1. At Section 19 'Other Special Leave', the document includes the separate arrangements in place for Teachers and Support Staff in other areas for which special leave may occasionally be requested, for example, for interviews, house removal, compassionate leave etc.
- 2.2. Except in cases of serious urgency no employee may, without previous permission, be absent from duty for any cause other than personal illness. The arrangements set out in this document apply in relation to temporary absence.
- 2.3. Provisions for absence for reasons of personal sickness, maternity leave, adoption leave, shared parental leave and paternity leave are not included here but are set out in separate documents.
 - 2.3.1. It is a general principle that additional leave and/or extended periods of absence should be limited to circumstances justifying exceptional treatment of an employee.
 - 2.3.2. Any employee requiring leave of absence for any cause other than personal illness must apply in writing (email), detailing the circumstances, to the Headteacher or their Line Manager.

- 2.3.3. A Headteacher requiring leave of absence for any cause other than personal illness must apply for it, in writing, to the CEO detailing the circumstances.
- 2.3.4. Requests for paid and unpaid time off will be granted, where possible, in circumstances where the timing of the absence is generally beyond the control of the employee concerned.
- 2.3.5. In considering applications, differentiation will not be made between full and part-time employees. Part-Time staff will be treated similarly, on a pro-rata basis.
- 2.3.6. Any member of staff taking such leave without permission will be subject to disciplinary action. See paragraph 19
- 2.3.7. Support Staff: It should be noted that the annual leave entitlement of all full year employees may allow them the ability to use annual leave to cover normal personal needs. Term time employees are required by the nature of their contracts to be in school during those periods. Therefore, particular consideration may need to be given where difficulties arise during term time.

3. Requesting Special Leave

- 3.1. Employees should initially discuss their request with their headteacher or line manager. It is helpful for the employee to detail as much as they can on the request as a decision will be made on the information submitted. However, if the issue is highly sensitive, the employee may wish to discuss the matter verbally with the headteacher or HR. A special leave request must be submitted in all circumstances, and it should be submitted prior to the leave being taken, to enable the special leave request to be considered and for a decision to be made.
- 3.2. It is acknowledged that a serious emergency issue may result in a retrospective request being submitted. The employee must follow the normal processes for notification of sickness absence as a minimum prior to taking special leave.
- 3.3. JCAT Special Leave Procedure and policy is discretionary; therefore, it is vital that employees do not assume that their request will be approved or paid. Special leave requests will be dealt with fairly, consistently and promptly and once a decision is made the employee will be notified.

4. Withdrawing a Request

- 4.1. If an employee wishes to withdraw their request, they should speak to their headteacher or line manager.

5. Appeals

- 5.1. If an employee believes they have been unfairly treated, they may wish to appeal against the decision regarding their special leave request. The employee must submit their appeal to JCAT HR within 5 working days of receipt of the decision, clearly stating the grounds for their appeal. If the Headteacher has not been involved in the initial decision, they can review the original documentation and decision alongside any additional information submitted and will either make a decision and write to the employee or will arrange an appeal meeting. If the Headteacher has been involved in the initial decision, the appeal may be escalated to another senior leader as appropriate. The outcome of the appeal is final.

6. Leave for Dependents

- 6.1. Where an unexpected event occurs all employees (irrespective of length of service, and whether they are part time or full time) are entitled to take two paid days per academic year and a reasonable amount of unpaid time off to deal with an emergency and not to be dismissed or victimised for doing so. It enables employees to deal with an unexpected or sudden problem and make any necessary longer-term arrangements. This may include:
 - 6.1.1. Providing assistance when a dependent falls ill, or is injured or assaulted
 - 6.1.2. Making arrangements for the provision of care for an ill or injured dependent
 - 6.1.3. Dealing with the unexpected disruption, or termination, of arrangements for the care of a dependent

- 6.1.4. Dealing with an incident that involves their child
- 6.1.5. Take action required in consequence of the death of a dependent.
- 6.2. The employee must inform their Headteacher or line manager of the reason for the absence, and how long they expect to be absent, as soon as is reasonably practicable. There is no set time limit to the amount of unpaid time off which can be taken. However, in most cases the amount of leave is envisaged as being no more than one or two days to deal with the emergency and put suitable arrangements in place, where this is necessary, such as alternative care for the dependant. This will depend upon the individual circumstances.
- 6.3. It may be possible to take a longer period of leave under other arrangements (e.g. flexible working agreement). This should be discussed with the Headteacher or line manager.
- 6.4. A dependent is:
 - 6.4.1. A spouse
 - 6.4.2. A civil partner
 - 6.4.3. A child
 - 6.4.4. A parent
 - 6.4.5. A person who lives in the same household as the employee as part of the family (i.e. other than as their tenant, lodger or boarder)
 - 6.4.6. Any other person who would reasonably rely on the employee for assistance if they fell ill or were injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury. The employee may be the primary carer or the only person who can help in an emergency.
- 6.5. An employee with parental responsibility for a child or children who wishes to take a period of unpaid leave for a reason other than an unexpected event/emergency may be entitled to take Parental Leave (see 2. below).
- 6.6. For information about leave for the purposes of caring for a child or the child's mother around the time of birth please see the separate Paternity Leave provisions.

7. Severe Weather and Disruption to Travel

- 7.1. It is the duty of each employee to make their own arrangements to get to work on time. It is recognised that at times, employees may experience severe difficulties in getting to and from work as a result of severe weather conditions and/or disruption to travel services. However, employees are expected to make all reasonable and safe attempts to attend work in order for services to be maintained, even if this means they will arrive late.
- 7.2. Severe weather can be defined as snow, ice, fog or floods, resulting in extremely hazardous journeys by road or using public or private transport.
- 7.3. "Extremely hazardous" is defined as those conditions in which the police, armed forces and/or appropriate motoring authorities advise people not to travel at all as a result of severe local weather conditions. If schools/nurseries are closed due to severe weather conditions, the employee may request Leave for Dependants (refer to paragraph 6).
- 7.4. Disruption to travel services can be caused by:
 - 7.5. Severe weather conditions resulting in delays/cancellations to public/private transport
 - 7.6. Major disruption to public services and private transport due to major accidents • Industrial action by public transport services i.e. underground/rail
 - 7.7. Fuel crisis
 - 7.8. Other major incidents involving police, fire and ambulance services.
- 7.9. Employees not able to attend work, following approval by their line manager, will have the option of:
 - 7.9.1. Working from home (may not be suitable for some roles but every effort should be made to accommodate this e.g. using the time to complete relevant on-line training)
 - 7.9.2. Taking time off in lieu using hours already worked
 - 7.9.3. Agreeing to work the hours lost at another time

- 7.9.4. Taking annual leave
- 7.9.5. Taking unpaid leave
- 7.9.6. Requesting carers leave if a child's school/nursery is closed.
- 7.10. If instructed by the police or armed forces (or any other government authority) to not to leave their homes because it is unsafe to do so due to adverse weather conditions, employees should adhere to these instructions and not attempt to attend work. Employees should notify their line manager immediately or at the earliest opportunity. Employees may be able to work from home or if that is not possible may be granted special leave with pay.
- 7.11. It is the responsibility of each employee to inform their line manager if they are unable to attend work because of severe weather or travel disruption, and to keep their line manager regularly informed.

8. Emergencies at Home

- 8.1. JCAT recognises that there may be other occasions when an employee may need emergency leave to deal with unexpected situations at home and to make necessary longer-term arrangements. There is no statutory provision for time off in these circumstances however the Trust recognises the importance of supporting employees with unforeseen circumstances at home and therefore employees are able take one day's paid emergency at home leave at short notice to deal with emergency circumstances with approval from their line manager. Time off is intended for urgent situations that could not be foreseen.
- 8.2. Examples of situations which may be considered as an emergency are:
 - 8.2.1. Burglary
 - 8.2.2. Vehicle theft
 - 8.2.3. Vehicle accident
 - 8.2.4. Emergency repairs to home e.g. due to flooding or fire
 - 8.2.5. Other similar circumstances
- 8.3. If longer than one day's leave is required, short notice annual leave or, if the annual leave entitlement is exhausted, unpaid leave may be granted to attend to such situations.

9. Medical and Dental Appointments

- 9.1. Ad-hoc medical and/or dental appointments should be made in an employee's own time, wherever possible. However, it is recognised that this is not always possible and an individual may have little, or no, control over the matter. For example, there will rarely be any choice of date or time with regard to hospital appointments. Securing a Doctor's appointment can also prove problematic on occasion and different Surgeries may operate different systems and/or arrangements. Hours of work may also affect the ability to arrange appointments outside of working hours. Accordingly, the circumstances of each case will be taken into account. The aim is to adopt a reasonable, pragmatic approach to ensure that all staff are treated in a fair and consistent manner.
- 9.2. Where it is not possible, or reasonable, for an employee to make a particular appointment in their own time, then it will normally be classed as special leave with a maximum of 2 separate days full pay, subsequent requests may be approved as unpaid up to a maximum of 3 unpaid days an academic year and not treated as sickness absence or recorded as such (unless it is part of a current sickness absence – see below).
- 9.3. Where possible, only the time required to attend the appointment should be taken. i.e an hour appointment should not require a full day absence.
- 9.4. Time off for medical or dental appointments will be recorded. The recording of this information is very important in identifying any patterns relating to absences.
- 9.5. Where an employee has an appointment that is part of an immediate or current absence, or where it is for treatment as opposed to consultation, this will be classed as sickness absence in the same way as the time spent by an employee in hospital. This situation could arise, for example, where an employee attends an appointment(s) for treatment as a result of a particular illness or injury, or where s/he calls in sick and intends to consult a Doctor about his/her illness or injury etc.

- 9.6. Similarly, if an individual is trying to obtain an emergency dental appointment and does not come into work (or has to leave for this reason part way through the day) then this is sickness absence.
- 9.7. In some cases it may be difficult to determine whether an appointment is for consultation or treatment. However, the history of the employee's illness, plus any letter regarding the appointment should be of assistance. Further advice will be sought from the Trusts Occupational Health Service as appropriate, in relevant circumstances.
- 9.8. Employees will normally be allowed reasonable paid time off for necessary attendance for breast and cervical cancer screening, as well as to attend blood donor sessions.
- 9.9. The requirements relating to medical and dental appointments do not apply to ante-natal appointments. A pregnant employee has the right to paid time off to attend ante-natal care. See 12.11 below).
- 9.10. It is recognised that employers have a duty of care towards their staff and their general well-being. Staff will be encouraged and supported in attending for both necessary and other routine checks.
- 9.11. Antenatal Appointments - Antenatal care is the care given during pregnancy. The number of antenatal appointments will normally be between seven and ten. Under certain circumstances, and for certain medical reason, some employees may require more.

Pregnant Employees

- 9.12. Pregnant employees are entitled to reasonable time off with pay for antenatal care made on the advice of a registered medical practitioner. Ante-natal care may include not only medical examinations but also antenatal classes, relaxation classes and parent-craft classes if recommended by a registered Doctor, Midwife or Health Visitor.
- 9.13. Except for the first appointment, employees should show the employer (if requested), an appointment card or other documents showing that an appointment has been made. (Employees do not have to tell the employer the reason for the first ante-natal appointment, simply stating a Doctor's appointment instead. However, they cannot subsequently ask for paid time off without explaining why).
- 9.14. **Note:** Agency workers are entitled to paid time off for antenatal care when they have worked for 12 weeks in the same job.

Fathers and Partners of a Pregnant Woman

- 9.15. Fathers, partners and civil partners of a pregnant woman are entitled to unpaid time off during working hours to accompany their partner to 2 antenatal appointments. The time off is capped at six and a half hours for each appointment.
- 9.16. There is no legal right to paid time off for fathers/partners to attend antenatal appointments.
- 9.17. The employer is not entitled to ask for evidence of the appointment. This is because the appointment card belongs to the expectant mother. However, the employer can ask for a signed declaration stating the date and time of the appointment and confirming that the employee is in a qualifying relationship with the pregnant woman or her expected child and that the purpose of the time off is to accompany her to the appointment, made on the advice of a GP or midwife.

Surrogacy Parents

- 9.18. Those who will become parents through a surrogacy arrangement, if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child, have the right to unpaid time off work to accompany the birth mother to two antenatal appointments, as above.

Adopters

- 9.19. Both adopting parents will be able to take paid time off for up to 5 adoption appointments. It is expected that employees will not require a full day for adoption appointments and they will attend work prior to or after the scheduled appointment.

10. Time Off for IVF Treatment

- 10.1. There are no specific recommendations for dealing with requests for Time off to undergo IVF Treatment. There are a number of possible alternatives for responding to requests for time off for this purpose:
- 10.1.1. Doctors/Hospital appointments may be treated in the same way as any other medical appointments. Note that, it may be possible (but not always) for individuals to make appointments, or at least some appointments, outside of school hours and/or during holidays;
 - 10.1.2. Up to a specified maximum amount of paid leave may be agreed beforehand/an initial amount of paid leave could be agreed with an understanding that this will be kept under review depending on progress of treatment etc;
- 10.2. Employees will be made aware of any specific arrangements that may be put in place for absences of this nature. Otherwise, each case will be considered individually on its merits, following discussion with the employee and according to all the prevailing circumstances at the time. The intention is to be fair and reasonable in the particular circumstances of the case, whilst at the same time taking care to act consistently.
- 10.3. If the treatment causes pain, sickness or illness then any resulting absence will be treated as sick leave in the normal way. In these circumstances, the usual sickness absence reporting and certification procedures are followed.
- 10.4. It is recognised also that fertility treatment will to some extent affect males as well as females, either in terms of the treatment itself or in relation to accompanying a partner to an appointment.

11. Time off for Elective Procedures (Other than IVF)

- 11.1. Sick leave cannot normally be taken for elective procedures such as cosmetic surgery. Wherever possible, employees should try and arrange for the surgery to coincide with a period of school closure. Where this is not possible, annual leave (in the case of support staff on relevant contracts), unpaid leave or flexible working arrangements will be considered by the Headteacher, at their discretion according to all the prevailing circumstances.
- 11.2. Should the consequences of an elective procedure mean that the employee needs time off to recover, then this will be treated as sickness absence in the normal way, provided that the usual sickness absence reporting and certification procedures are followed.
- 11.3. In the case of treatment or a procedure to correct, or prevent sickness absence arising, from a diagnosed medical condition, treatment will not normally be regarded as sickness absence and authorised paid absence will be granted. Following the treatment or procedure, any necessary time off will be regarded as sick leave, again with the requirement that the usual absence reporting and certification procedures are followed.

12. Trade Union Duties and Time Off

- 12.1. Employees who are union representatives of a recognised trade union are entitled to reasonable paid time off during working hours to take part in trade union duties. Trade union duties include:
- 12.1.1. Negotiations with the employer, or other functions connected with the subjects of collective bargaining, such as terms and conditions, redundancy and dismissal arrangements.
 - 12.1.2. Preparation for negotiations, including relevant meetings.
 - 12.1.3. Informing members of progress and outcomes of negotiations.
 - 12.1.4. Matters of discipline (e.g. accompanying employees to internal hearings).
 - 12.1.5. Attending training in aspects of industrial relation to carrying out their trade union duties. The training must be approved by the Trade Unions Congress or by the trade union of which he/she is an official.
- 12.2. They are also entitled to reasonable unpaid time off for trade union activities. Trade union activities include:
- 12.2.1. Meetings with full time officials, or branch, area, regional or national meetings of the union where the business of the union is under discussion.

- 12.2.2. Meetings of official policy making bodies such as the national executive or national conference.
- 12.2.3. Workplace meetings to discuss and vote on the outcome of negotiations with the employer.
- 12.2.4. Voting in union elections.
- 12.3. Further guidance on what is deemed to be a trade union 'duty' or 'activity' is set out within the ACAS Code of Practice on time off for trade union duties and activities.

13. Jury Service

- 13.1. Any employee summoned for Jury Service must inform the Headteacher as soon as possible and provide a copy of the Jury Service Summons.
- 13.2. Employees attending Jury Service are usually able to claim compensation from the court for loss of earnings. The Loss of Earnings allowances from the Court will be made up to the employee's normal level of earnings. The employer completes the Loss of Earnings form and the employee must give the completed form to the Clerk of the Court on the first day of Jury Service.
- 13.3. Upon completion of Jury Service, the Court will pay an employee for travel, subsistence and Loss of Earnings and provide a remittance advice. This advice MUST be forwarded by the employee to Headteacher as soon as possible on returning to work.
- 13.4. The employee's salary will be reduced by the "Juror's Loss" paid by the Court. Pension contributions are not affected. An Employee cannot be paid twice by the Court and the employer for the same days.
- 13.5. Where an employee is not needed at Court on any day(s) the employee is required to attend work as normal. Where proceedings are postponed, or finish early, s/he must return to work for the remainder of the day wherever practicable. The employee must keep the school regularly informed about how long s/he is likely to be away from work.
- 13.6. An employer must allow an employee time off work for Jury Service but may ask the employee to seek to delay the Jury Service if the absence will have a serious effect on the school. It may be possible to delay ('defer') Jury Service, for example, if:
 - 13.6.1. The employee has already booked a holiday
 - 13.6.2. The employee is having an operation
 - 13.6.3. The employer won't allow/is reluctant to allow time off work.
- 13.7. To seek to defer it is necessary to write to the Jury Central Summoning Bureau explaining the circumstances and including evidence of unavailability, for example:
 - 13.7.1. Proof of holiday booking
 - 13.7.2. A Doctor's letter
 - 13.7.3. A letter from the employer explaining why they cannot allow time off.
- 13.8. The employee must also list the dates when s/he will be available in the 12 months after s/he would have been due to start Jury Service. Jury Service may only be deferred once.
- 13.9. Employees are protected from being subjected to a detriment or being dismissed, as a result of being summoned to attend for service as a juror or being absent from work on Jury Service.

14. Attendance at Court as a Victim or Witness

- 14.1. Expenses can be claimed for attendance at Court to give evidence.
- 14.2. Similarly to Jury Service, if an employee receives a subpoena to give evidence in Court, they must claim the allowance from the Court for the loss of earnings to which they are entitled. They can obtain an expenses form from their solicitor or a Court Official. The employee's salary will accordingly be reduced by the amount paid by the Court.

15. Other Public Service

- 15.1. Employees are entitled to a 'reasonable' amount of unpaid time off work to carry out certain public duties. Public duties include service such as a:
 - 15.1.1. Magistrate (also known as a Justice of the Peace)
 - 15.1.2. Local Councillor

- 15.1.3. School Governor
- 15.1.4. Member of any statutory Tribunal (e.g. an Employment Tribunal)
- 15.1.5. Member of the managing or governing body of an educational establishment
- 15.1.6. Member of a Health Authority
- 15.1.7. Member of the Environment Agency
- 15.1.8. Member of the prison independent monitoring boards
- 15.2. As soon as an employee is aware that s/he will require time off for performance of a public service s/he should request leave of absence from the Headteacher.
- 15.3. Each request for time off will be considered on its merits, taking into account:
 - 15.3.1. How much time off may be required
 - 15.3.2. How much time off the employee has already taken for public duties
 - 15.3.3. How the time off will affect the School.
- 15.4. An employer is entitled to refuse a request for time off if it is considered to be unreasonable.

16. Other Special Leave

Salary SHALL BE PAID for absence once agreed by the Headteacher, CEO or HR		
Reason for Absence	Teaching Staff	Support Staff
Death of husband, wife, civil partner, partner, parent or child	5 calendar days paid	5 calendar days paid
Attendance at funeral in approved representative capacity	Up to 3 working days as necessary according to distance and circumstances	Up to 3 working days as necessary according to distance and circumstances
Removal of household effects	1 day paid, 1 day unpaid	1 day paid, 1 day unpaid
To attend interview for other appointment	Up to 3 working days according to distance and circumstances	Up to 3 working days according to distance and circumstances
Salary MAY BE PAID during other absence once agreed by the Headteacher, CEO or HR		
Reason for absence	Salary payable for a period not exceeding	Salary payable for a period not exceeding
Serious illness of husband, wife, civil partner, partner or child	Up to 5 days paid and 5 days unpaid	Up to 5 days paid and 5 days unpaid
Serious illness of other near relative	3 days paid	3 days paid
Serious illness <u>AND</u> death of other near relative	Up to 5 days paid	Up to 5 days paid
Own Wedding	Where possible all members of staff should arrange their wedding during school holidays. Up to 3 days paid absence and 3 days unpaid. Staff celebrating Sheva Brachot can have a maximum of 6 days absence in total	Where possible all members of staff should arrange their wedding during school holidays. Up to 3 days paid absence and 3 days unpaid. Staff celebrating Sheva Brachot can have a maximum of 6 days absence in total

Wedding of near relative	1 day paid	1 day paid
Other weddings	Unpaid and at the discretion of the headteacher	Unpaid and at the discretion of the headteacher
Bar Mitzvah/ Bat Mitzvah	<p>For a member of staff's own child 1 day paid.</p> <p>Up to 1 day unpaid for all other requests</p> <p>When attending a child's or grandchild's morning bar mitzvah weekday call up the member of staff must seek permission in advance from the HT.</p>	<p>For a member of staff's own child 1 day paid.</p> <p>Up to 1 day unpaid for all other requests</p> <p>When attending a child's or grandchild's morning bar mitzvah weekday call up the member of staff must seek permission in advance from the HT.</p>
Brit Milah	<p>Attending a son's Brit Milah or Pidyon Haben - 1 day paid</p> <p>Attending a grandson's Brit Milah or Pidyon Haben - ½ day paid</p> <p>Additional 2 days unpaid for attending a grandson's Brit Milah or Pidyon Haben when it is out of town and more than the 1 day's paid leave is required</p>	<p>Attending a son's Brit Milah or Pidyon Haben - 1 day paid</p> <p>Attending a grandson's Brit Milah or Pidyon Haben - ½ day paid</p> <p>Additional 2 days unpaid for attending a grandson's Brit Milah or Pidyon Haben when it is out of town and more than the 1 day's paid leave is required</p>
Religious Festivals	3 days in a calendar year (1 January to 31 December) as required by the religion for observance of religious festivals	3 days in a calendar year (1 January to 31 December) as required by the religion for observance of religious festivals
Examination, if it is one that would improve the educational qualifications of the teacher	Period necessary to sit for the examination	Period necessary to sit for the examination
Approved courses	Duration of course	Duration of course
Residentials	All staff attending a residential will eligible for 1 day in lieu for each residential. The leave day must be agreed in advance with the HT and taken within a year	All staff attending a residential will eligible for 1 day in lieu for each residential. The leave day must be agreed in advance with the HT and taken within a year

Attendance at approved conferences	The period the conference is in session plus reasonable travelling time	The period the conference is in session plus reasonable travelling time
Attendance at meetings of Public Examination Boards. In accordance with the recommendations of the Local Authority Associations	The period permitted by such recommendations	NA
Reserve training in H.M. Forces	A period to be determined in each individual case to a maximum of 1 week. (The teacher will normally be expected to arrange for such training to be undertaken during vacation periods)	A period to be determined in each individual case to a maximum of 1 week. (The employee will normally be expected to arrange for such training to be undertaken during vacation periods)
Study Leave	Study leave will be considered on a case by case basis. Employees undertaking an apprenticeship could be eligible to have up to 20% of their contracted time agreed as off-the-job training.	Study leave will be considered on a case by case basis. Employees undertaking an apprenticeship could be eligible to have up to 20% of their contracted time agreed as off-the-job training.
Absences not covered above – staff other than Headteachers		
Other Absence	Salary during absence for other good and sufficient cause may be paid on the authority of the Headteacher for a period not exceeding one working day.	Salary during absence for other good and sufficient cause may be paid on the authority of the Headteacher for a period not exceeding one working day.
Other Absence	Salary during absence for other good and sufficient cause for periods exceeding one working day may be paid following advice from HR	Salary during absence for other good and sufficient cause for periods exceeding one working day may be paid following advice from HR
Absences not covered above – Headteachers		
Other Absence	Where a Headteacher may be absent for other good and sufficient cause for a period of one working day or more, salary may be paid on the authority of the CEO	NA
Salary SHALL BE UNPAID for the following absences once agreed by the Headteacher, of HR		
Contesting Parliamentary Elections	Up to 3 weeks' unpaid leave	Up to 3 weeks' unpaid leave

17. Employee Support

- 17.1. JCAT has an Employee Assistance Programme (EAP) with BHSF. This service is available through www.colleguesupport.co.uk, BHSF can also be contacted on 0800 015 7284. The access code to use the service is 208406. The service is available 24 hours a day, 365 days a year.
- 17.2. External sources of help and support for employees include:
 - 17.2.1. The NHS which offers advice and support as well as information on specialist support groups;
 - 17.2.2. Cruse Bereavement Care, which offers support to bereaved people, for example via a telephone helpline;
 - 17.2.3. Age UK, which has a website that includes guidance and support with old age;
 - 17.2.4. WAY Widowed and Young, which specialises in supporting people aged 50 or under whose partner has passed away;
 - 17.2.5. Marie Curie, which supports families living with a terminal illness.

18. Unauthorised Absence

- 18.1. Employees should ensure that they follow the correct process to request leave in accordance with this policy. It should be noted that if leave is taken without appropriate approval, this will be recorded as unauthorised absence, their pay will be suspended for the period of the unauthorised absence and the matter may be formally investigated under JCAT's Discipline Policy and Procedure.

19. Equality, Diversity and Inclusion

- 19.1. JCAT takes equality of opportunity seriously and has an Equality, Diversity and Inclusion Policy that applies to all employees and help to promote and ensure equality of opportunity. All employees are required to familiarise themselves with and understand this policy.
- 19.2. In line with our Values, JCAT will ensure that all requests under this Special Leave Policy are dealt with compassionately and sensitively. No one involved will be discriminated against or treated unfairly because of their protected characteristics and/or identity, in accordance with the Equality Act 2010.
- 19.3. In line with our Values, all employees have a responsibility to treat others fairly and with respect and to actively promote an inclusive culture that values diversity and maintains dignity at work.