



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
Next review date:	September 2024

Appendices

Appendix 1	Application for Leave of Absence Form
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1. Introduction

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
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Compassionate / Bereavement leave
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

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:

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LEAVE OF ABSENCE REQUEST FORM

Part 1 Leave of absence request

Name:	
Job title:	

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

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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