



BFLPT

Brighter Futures Learning
Partnership Trust

Annual Leave and Leave of Absence Policy

Version 10

Important: This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	
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B

Belonging

We build a culture where every child, colleague and community member feels safe, valued and included, creating a strong sense of family across our Trust.



F

Flourishing

We enable every child and adult to flourish through rich opportunities, high quality education and exceptional care, so that all can achieve their full potential.



L

Leadership

We lead with integrity, ambition and professionalism, empowering others through strong governance, expert practice and moral purpose.



P

Partnership

We work in partnership across our academies and communities, sharing expertise, building capacity and achieving more together than we could alone.



T

Transformation

We transform lives through education by raising aspirations, tackling disadvantage and creating brighter futures for every child and young person.



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SCOPE

This policy applies to all employees of the Brighter Futures Learning Partnership Trust, including teaching, support, and central team staff, whether full-time, part-time, permanent, or fixed-term. It outlines the principles, procedures, and entitlements related to all types of absence/leave of absence, both paid and unpaid, to ensure a fair, consistent, and transparent approach across all academies within the Trust. This policy does not apply to agency workers, contractors, or volunteers, whose leave arrangements are governed by their respective employment agreements. Where provisions differ for specific staff groups, these distinctions are clearly identified within the policy below.

CONTINUOUS SERVICE

Annual leave entitlements for support staff are based on an employee's period of continuous service, meaning service that has not been broken. This includes any previous unbroken service with organisations covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999.

Where an employee returns to local government following a break for maternity reasons, their previous service will be recognised for the purpose of the occupational sickness and maternity schemes, provided that the break does not exceed eight years and that no period of permanent, paid, full-time employment has occurred during that time.

BANK HOLIDAYS AND EXTRA STATUTORY DAYS

There are 8 bank holidays in a year, these are fixed dates with the exception of Easter which floats.

Annual leave entitlement (including bank holidays) is pro-rated for part-time employees and may be taken during school closure periods or at times agreed with the Headteacher, Principal or CEO for support staff who are employed on a 52-week contract.

Please note* Part-time staff receive a pro-rated bank holiday entitlement regardless of working days.

Therefore:

- The “value” of bank holidays is already built into their total leave.
- If a bank holiday falls on a non-working day:
 - They do not lose out (they've already received their share).
 - No extra TOIL Day is due.

ANNUAL LEAVE ENTITLEMENTS

The annual leave year for all staff runs from 1st April to 31st March.

In accordance with the School Teachers Pay and Conditions Document, annual leave for teachers coincides with periods of School/UTC closure and public holidays.

ANNUAL LEAVE SUPPORT STAFF

Employees are expected to plan and take their annual leave entitlement during the leave year which runs from 1st April to 31st March.



Support staff who are employed on a 52-week contract will be required to provide notice of any annual leave. Sufficient annual leave must be saved to accommodate the two week Christmas shut down.

FULL-YEAR CONTRACT STAFF

The Trust recognises that taking regular periods of annual leave is essential for supporting employee wellbeing and sustaining high levels of performance. Regular breaks from work enable staff to rest, recharge, and return feeling motivated and energised. To support this, the Trust provides the following leave allowance, ensuring all employees have the opportunity to take meaningful time away from work to relax and switch off.

SCALE POINT	NO OF DAYS	NO OF DAYS AFTER 5 YEARS	NO OF DAYS AFTER 10 YEARS
SCP11 and below	27	30	32
SCP12-20	29	32	34
SCP22-33	31	34	36
SCP34 and above	31	34	36

Note* As part of the NJC pay agreement for 2022, it was agreed that all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, would receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement from 1 April 2023. **(This additional day was applied accordingly to the table above).**

METHOD FOR CALCULATING ANNUAL LEAVE ENTITLEMENT

Annual leave entitlement for all employees, including those who join part-way through the leave year and those who work part-time hours. The aim is to ensure fairness, consistency, and transparency in how leave is allocated.

Annual Leave Year:

- The annual leave year runs from 1 April to 31 March.

Full-Time Employees - Full-Year Entitlement:

- Employees who commence employment on 1 April will receive the full annual leave entitlement applicable to their role.

Mid-Year Starters:

- Employees who start employment after 1 April will receive a pro-rata annual leave entitlement based on the number of full calendar months remaining in the annual leave year.

Calculation Method:

The calculation for determining pro-rata entitlement for full-time employees is:

Annual entitlement (days) ÷ 12 × Number of full remaining months

The result is rounded up to the nearest half day.



Example

An employee entitled to 26 days who starts employment in September will have 7 full months remaining in the leave year:

$26 \div 12 \times 7 = 15.16$ days $\rightarrow$ rounded up to 16 days

Part-Time Employees - General Principles

Part-time employees receive annual leave on a pro-rata basis according to their contracted weekly hours. To ensure accuracy across different working patterns, entitlement is expressed in hours.

Calculation Method

Annual leave for part-time employees is calculated as follows:

$(\text{Basic annual entitlement in days} \times \text{Employee's weekly hours}) \div 5$

This reflects a standard five-day working week for full-time employees.

Example

Where a full-time employee receives 26 days, and standard full-time hours are 37 per week:

Employee working 14 hours per week:

$(26 \times 14) \div 5 = 73.1$ hours

Rounding

- Day-based calculations will be rounded up to the nearest half day.
- Hour-based calculations will be rounded up to the nearest hour unless otherwise specified by organisational policy.

ANNUAL LEAVE DURING TERM TIME

All employees must request annual leave in advance to ensure that adequate service levels are maintained. Typically, the Trust would not approve holidays in term time.

Employees on 52-week contracts may request to take annual leave during term time in exceptional circumstances, subject to approval by the Headteacher/Principal or CEO and dependent on the operational needs of the school/UTC or Trust.

Part-Time Staff

Annual leave entitlements and bank holidays for part-time employees are calculated on a pro-rata basis.

If an employee changes their working pattern during the leave year e.g. moving from full-time to part-time or vice versa, their annual leave entitlement will be adjusted accordingly. Any leave already taken will be deducted from their revised entitlement.

Term-Time Contract Staff

Term-time working provides employees with the benefit of aligning their working pattern to the school year. This arrangement offers greater flexibility and can support childcare needs, family commitments, and improved work–life balance through regular breaks during school holiday periods.

For employees working on a term-time basis, salaries are calculated according to the total number of weeks worked during the academic year, plus the employee's statutory



annual leave entitlement. Annual leave is not taken during term time; instead, it is incorporated into the overall salary calculation.

The combined total (working weeks + annual leave entitlement) is used to determine the annual salary, which is then distributed evenly across 12 equal monthly payments. As a result:

- Employees continue to receive pay during school holiday periods.
- Annual leave is deemed to be taken within the designated school holiday weeks.
- No additional annual leave may be taken during term-time. However, leave of absence may be granted by the Headteacher/Principal or CEO in accordance with the criteria listed in appendix 1 below.

SICKNESS ABSENCE

The following outlines the arrangements for reporting sickness absence, the evidence required, and the process for supporting employees back to work. The aim is to ensure absences are managed fairly and consistently while supporting the wellbeing of all employees.

Reporting Sickness Absence:

If you are not well enough to work, you must follow the appropriate sickness absence reporting procedures in accordance with the school/UTC or Central Team as soon as possible on the first day of absence. You should provide:

- The nature of your illness (as far as you feel comfortable).
- An indication of how long you expect to be absent.
- Any urgent work issues that may need attention.

If in extreme circumstances, you are unable to make the call yourself, a friend or family member may contact the school/UTC or Central Team on your behalf.

Unless you are covered by a GP/Hospital Fit Note daily updates must be provided to the school/UTC/Central Trust.

Evidence of Sickness:

For absences of up to and including seven calendar days, you must complete:

- A Self-Certification Form (available from your HR lead within the school/UTC or Central Team).
- A Return-to-Work Form.

These should be submitted to your HR lead as soon as reasonably practicable following your return.

Sickness Over Seven Days

If your absence continues beyond seven calendar days, you must obtain a Fit Note (Statement of Fitness for Work) from your GP.

The Fit Note must cover the absence from the eighth day onwards and should be submitted to the HR lead within the school/UTC or Central Team promptly.



All sickness and absence will be managed in accordance with the . Employees are encouraged to familiarise themselves with this policy.

Will I be paid while I am sick?

Sick Pay Entitlement Summary based on continuous service:

Support Staff:

Length of Service	Entitlement
Under 4 months	1-month full pay
Over 4 months	1-month full pay + 2 months half pay
Over 1 year	2 months full pay + 2 months half pay
Over 2 years	4 months full pay + 4 months half pay
Over 3 years	5 months full pay + 5 months half pay
Over 5 years	6 months full pay + 6 months half pay

Teaching Staff:

Length of Service	Entitlement
Under 4 calendar months	25 working days full pay
Over 4 calendar months	25 days full pay + 50 days half pay
Over 1 year	50 days full pay + 50 days half pay
Over 2 years	75 days full pay + 75 days half pay
Over 3 years	100 days full pay + 100 days half pay

SICKNESS DURING PERIODS OF ANNUAL LEAVE (FULL-TIME SUPPORT STAFF)

Where an employee becomes unwell during a period of annual leave, full sick pay (where eligible) will only be applied upon receipt of appropriate medical certification covering the period of illness. Any sickness absence reported during annual leave will be recorded in line with standard sickness reporting procedures and will contribute towards the Trust's established sickness absence trigger points. Employees should refer to the Managing Staff Absence Policy for further guidance.

TIME OFF IN LIEU (TOIL)

Time Off in Lieu must be recorded separately from other forms of leave. Managers are responsible for ensuring that working arrangements are effectively monitored and that service delivery is maintained when employees take TOIL.

Employees must obtain approval in advance from the Headteacher/Principal, or CEO before taking TOIL.

Where TOIL is accrued as a result of authorised overtime, it must be recorded accurately and will be taken at plain time, equivalent to the actual number of additional hours worked. The Trust may use the InVentry system to check the accuracy of records.



LEAVE OF ABSENCE

In implementing leave of absence provisions, the Trust acknowledges that there will be occasions when employees need to be absent from work for reasons largely beyond their control. However, it must also be recognised that any absence from work can adversely impact service delivery. Employees are therefore expected to exercise restraint when requesting leave of absence.

Where leave is necessary, only the minimum amount of time required should be requested. This is particularly important for provisions that specify a maximum allowance; such maximums should not be regarded as the standard entitlement. When considering requests, the Headteacher/Principal or CEO must take into account the impact on the service and whether the employee could reasonably have made alternative arrangements that would not interfere with their duties. This consideration is especially relevant for part-time staff.

- All leave of absence is granted at the discretion of the Headteacher/Principal or CEO.
- Consideration may also be given to whether the time taken can be made up through additional hours, where appropriate.

All applications for leave of absence must be submitted to the Headteacher/Principal or CEO using the approved leave of absence application form (see appendix 2). Headteachers/Principals who require leave of absence themselves must apply directly to the CEO. Employees must always provide as much notice as possible when requesting planned absence.

In circumstances of urgent or exceptional necessity, where an employee is unable to obtain prior written consent for an absence, they must notify the Headteacher/Principal or CEO immediately. A leave of absence application form must then be completed as soon as possible upon their return to duty.

Where specified in the policy, paid leave will be granted automatically. Any additional leave requested will either be unpaid or, where indicated, may be granted with pay at the discretion of the Headteacher/Principal or CEO. In the case of a Headteacher/Principal requesting leave, this decision will be made by the CEO.

All requests for leave of absence for reasons not explicitly covered by this policy must be submitted to the Headteacher, Principal, or CEO for consideration. Such requests, which fall outside the scope of the policy, will only be considered in exceptional circumstances and will be assessed individually on their own merits.

Approved absence will be with or without salary as indicated in appendix 1, but in any case, salary shall be reduced by an amount equal to any allowance received in respect of loss of earnings which the employee receives from any other source.

The maximum entitlement to paid leave of absence under this policy is 10 days per academic year across all leave categories combined. Any leave approved beyond this limit will normally be unpaid.



FERTILITY TREATMENT LEAVE

ACAS states, **‘there’s no legal right for time off work for IVF treatment or related sickness. But your employer should treat your IVF appointments and any sickness the same as any other medical appointment or sickness.**

There is no legal entitlement to paid leave for IVF treatment. However, the Trust recognises the emotional and physical challenges which may arise from undergoing fertility treatments and is committed to supporting employees who wish to undertake fertility treatment. This support is intended to assist eligible employees in the logistical and emotional aspects of undergoing treatment. Leave allocation for fertility treatment (stipulated in appendix 1 below) applies to all employees of the Trust with effect from their first day of employment (i.e. there is no qualifying length of service). It does not apply to casual workers, agency workers, or contractors.

Confidentiality

We will endeavour, as far as is practicable, to maintain the confidentiality of employees undergoing fertility treatments, and normally only those with a legitimate need to know will be informed.

Eligibility and entitlement

Investigations regarding infertility, consultations exploring treatment options, and medical interventions aimed at assisting conception, should normally be regarded as medical appointments. Entitlement to time off to attend medical appointments is outlined in appendix 1.

In addition, any employee (regardless of gender) who is undergoing fertility treatment is entitled to take up to 3 working days (this must be taken at a minimum of half day blocks) of paid Fertility Treatment Leave in any rolling 12-month period, to support with egg retrieval. Post egg retrieval all appointments will be treated as medical appointments

This might be used, for example, to allow the individual some time to deal with the logistical or emotional effects of fertility investigations or interventions.

Whilst all forms of fertility treatment are covered by this policy, there are some specific legal provisions related to In Vitro Fertilisation (IVF). In the case of IVF, a person is deemed legally to be pregnant once a fertilised egg has been implanted in their uterus. From that time, they are legally protected from unfavourable treatment related to their pregnancy for the duration of their pregnancy and are entitled to time off for antenatal care as outlined in our Maternity, Paternity, Adoption and Shared Parental Leave policy.

In the unfortunate event that the IVF cycle is not successful, the employee will remain legally protected for a further 2 weeks.

Requesting leave

In accordance with this policy, an employee should not book time off for Fertility Treatment without prior authorisation from the Headteacher/Principal or CEO.



You are encouraged to discuss your situation with your Headteacher/Principal or CEO as early as possible. We will endeavour to treat such information with sensitivity and confidentiality.

In common with other leave options, you should request Fertility Treatment leave in advance where possible, although we recognise that in some circumstances you may require unforeseen time off before or after fertility treatment.

Where possible, appointments should be made for times that will cause the minimum disruption to your normal working day, and where feasible, with preference for any procedures being given to school closure periods. We do also ask that you provide as much notice as possible of the days and times on which time off is required.

We may ask you to provide a statement from a qualified medical practitioner to confirm that fertility treatment has been recommended and/ or approved. We may also, in some instances, request copies of appointment cards for each occasion on which time off is required.

Leave for fertility treatment is designed to be flexible, and the Headteacher/Principal or CEO is advised to discuss the leave options available with the employee, and to grant leave at their discretion and with sensitivity. The Headteacher/Principal or CEO should bear in mind the usual Health and Safety procedures associated with employees who are, or who may be pregnant, and should ensure that an appropriate risk assessment is completed at the earliest opportunity.

Extended Leave

If in exceptional circumstances the fertility treatment is likely to exceed the 3 days leave allocation within this policy, unpaid leave may be considered by the Headteacher/Principal or CEO subject to operational circumstances. However, the employee must apply for any additional leave in advance, stating the reasons for why this extended leave is required, and why the fertility treatment cannot be scheduled within a school closure period. (The school/UTC or Trust is not obliged to authorise the absence).

APPLICATION TO TAKE LEAVE

All requests for leave must be submitted in accordance with the procedures established within the school/UTC or Central Trust. Each request must first be discussed with and approved by the employee's line manager, followed by authorisation from the Headteacher/Principal or CEO. Approval of leave will depend on operational requirements.

CONDUCT

Any employee found to have intentionally misused this policy may be subject to action under the Trust's Disciplinary Policy and Procedure.

Annual Leave and Leave of Absence Policy Version 10 agreed Trust Board 1 July 2026



ADDITIONAL GUIDANCE ON KEY AREAS FOR LEAVE OF ABSENCE REQUESTS

1. Time Off for Breakdown of Childcare or Care of a Dependant

Employees may take time off when normal childcare arrangements break down or when a dependant is unwell. Such leave must be limited to the minimum time required to make alternative arrangements.

Where a child or dependant has more than one adult responsible for their care, the Headteacher/Principal or CEO should discuss the employee's individual circumstances, including whether shared care is possible. **See appendix 2.**

2. Dental Appointments

Employees are expected to schedule routine dental appointments outside of working hours.

Emergency dental treatment may be authorised in accordance with the guidance stipulated in appendix 2. Should further time off be necessary, this will be treated as sickness absence and must be reported in accordance with the Managing Staff Absence Policy.

3. Doctor and Hospital Appointments

Employees should arrange routine GP and hospital appointments outside of working hours wherever reasonably possible.

Where this is not feasible, employees may be granted paid time off to attend the appointment. This time should be kept to the minimum necessary to reduce disruption to the school/Trust/Central Team.

Employees must provide a copy of the appointment letter or card as evidence.

Follow-up appointments should, wherever possible, be arranged outside of working hours.

Where extended hospitalisation or ongoing absence occurs, the Managing Staff Absence Policy must be followed.

4. Time Off for Employee Weddings

Term-time only staff (including teachers and support staff) will not be granted leave of absence for their own wedding during term time.

Employees who work all-year-round should use their annual leave entitlement to attend weddings, following the standard annual leave request process.

5. Delays Returning from Overseas Travel

If an employee is delayed returning to the UK due to circumstances such as transport strikes, flight delays, or accidents, and this results in absence from work, they must contact the school/UTC or Central Trust at the earliest opportunity and **before** the first unexpected day of absence. Employees must keep their manager updated regarding any changes to their return.

On return to work, the Headteacher/Principal or CEO will review the reasons for the delay and may authorise unpaid leave for the period of absence. Where applicable,



employees may request for the time to be covered using their annual leave entitlement. If the Trust issues specific guidance regarding such delays, **that guidance will take precedence.**

6. Bereavement Leave – Immediate Family and Loss of a Child

Where an employee requires an extended period of absence related to bereavement, the Trust may request a fit note from the employee's GP to ensure ongoing absence is supported appropriately. The school/Trust will always endeavour to provide compassionate and practical assistance, including access to support available through the Managing Staff Absence Policy, Occupational Health, and any additional services deemed appropriate.



LEAVE OF ABSENCE REGULATIONS FOR STAFF (Please note this leave allocation is based on full time equivalent).**Paid Leave****Unpaid Leave**

DAYS PER ANNUM (ROLLING 12-MONTH PERIOD)		
CATEGORY	PAID LEAVE	UNPAID LEAVE
Death and Funeral of member of staff's immediate family, father, mother, brother, sister, spouse, residential partner	Minimum necessary up to a maximum of 5 days	In excess of 5 days Normally without salary but at the discretion of the Headteacher/Principal (See point 9 of additional guidance)
Death of a child Parents and primary carer (s) who suffer the loss of a child. This will apply to the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy	Legally statutory is one or two weeks You can take: · 2 weeks together · 2 separate weeks of leave · only one week of leave	In excess of two weeks At the discretion of the Headteacher/Principal (See point 9 of additional guidance)
Funerals for anyone outside of immediate family e.g. grandparents, parent-in-law, brother/sister-in-law, friend. N.B. Except where long distances need to be travelled the normal reasonable requirement is regarded to be one day Minimum necessary up to a maximum of 1 day	Minimum necessary up to a maximum of 1 day per loss	In excess of 1 day Normally without salary but at the discretion of the Headteacher/Principal
Carer's Leave – To look after a dependant with a long-term care need, such as illness, injury, disability or old age.	Up to 1 week per 12 month rolling period Leave can be taken in individual days or half days	

DAYS PER ANNUM (ROLLING 12-MONTH PERIOD)		
CATEGORY	PAID LEAVE	UNPAID LEAVE
Weddings	Use of BFLPT 'Perk Day' based on Headteacher/Principal/CEO's discretion.	Maximum of 1 day based on Headteacher/Principal/CEO's discretion.
In cases of dependant/close family illness Compassionate leave or emergency time off for dependents – Including Childcare arrangements for child illness, injury, child taken sick/child accident at school or child-minder unavailable	Minimum necessary up to a maximum of 5 non-consecutive days over a rolling 12-month period	In excess of 1 day on any one occasion, or beyond the maximum of 5 non-consecutive days over a rolling 12-month period
Attendance at a hospital/doctors appointment or similar (with medical evidence) where the arrangements are beyond the control of the employee and cannot be arranged at a time outside normal working hours. N.B. This provision is in respect of appointments for the member of staff only	Minimum necessary to maximum of 3 occasions In addition, necessary paid time off will be granted for the purpose of cancer screening and those employees that have a long-term medical condition, medical evidence will be required.	In excess of 3 occasions
Fertility Treatment	Up to 3 days with salary, this must be taken at minimum of half day blocks.	Beyond 3 days (does not include post implantation allowance)
Dependant's care Leave Supporting the birth of a child	First 5 days with pay there after unpaid leave. Frequency at the discretion of Headteacher/Principal Any additional leave required to support the birth of a child must be discussed with the Headteacher/Principal or CEO. This may be granted with or without pay at	

DAYS PER ANNUM (ROLLING 12-MONTH PERIOD)		
CATEGORY	PAID LEAVE	UNPAID LEAVE
	the Headteacher/Principal or CEOs discretion. (Please also refer to the Maternity, Paternity, Adoption and Shared Parental Leave policy).	
Moving House N.B. Except where long distances need to be travelled leave of absence for house removal will be a maximum of 1 day	Minimum necessary up to a maximum of 1 day	In excess of 1 day or 2 nd request onwards
Interview for other post	Minimum period of absence required to be able to attend up to a maximum of 2 days per interview. In exceptional circumstances and with the agreement of the Headteacher/Principal, for a high-level position 3 days with pay will be granted	In excess of 2 days
Transport Failure N.B. Once it has become known that normal transport arrangements have failed staff are expected to immediately take steps to use alternative forms of transport. Staff will not be permitted to work from home.	As may be unavoidably necessary	
Significant Award to self or member of immediate family refer to above e.g. University Graduation Ceremony, National Honours	1 day per occasion with evidence provided	In excess of one day
Sitting for an examination	Minimum period required to attend examination	
a) Witness at court or Jury Service b) Petitioner or defendant	As required As required	

DAYS PER ANNUM (ROLLING 12-MONTH PERIOD)		
CATEGORY	PAID LEAVE	UNPAID LEAVE
With salary (no claim for loss of earnings to be made under Jurors' Allowances Regulations or other similar regulations). This will be reclaimed by the Authority – to be removed from the policy		
Duties of Justice of the Peace N.B. Salary will be reduced by the amount of the financial loss allowance claimable from the court		As may be necessary up to 13 days or 26 half days annually.
Attendance at a Board of Governors/ Board of Visitors	At the discretion of the Headteacher/Principal/CEO	
Accompanying child for interview/school or college		Up to 1 day Discretion of Headteacher/Principal/CEO
Standing as Local Councillor at Election		Day of election
Duly appointed agent at an election		Day of election
Visit to a new school after appointment	1 day (in negotiation with new employer)	
Attendance at a religious ceremony or religious observance		Reasonable as agreed by Headteacher/Principal/CEO
Driving Test		Up to ½ day
Parental Leave (Day one right with effect from 6 April 2026)	Parental leave is unpaid. You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise). You must take parental leave as whole weeks (e.g. 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child has a disability. You don't have to take all the leave at once. A 'week' equals the length of time an employee normally works over 7 days.	

DAYS PER ANNUM (ROLLING 12-MONTH PERIOD)		
CATEGORY	PAID LEAVE	UNPAID LEAVE
	Example If you work 3 days a week, one 'week' of parental leave equals 3 days See parental leave entitlements in the Maternity, Paternity, Adoption and Shared Parental Leave policy for additional information. This can be found on the BFLPT website.	
Bereaved Partner's Paternity Leave (BPPL)	From 6 th April 2026 eligible fathers and partners will have the right to take up to 52 weeks' unpaid leave if the mother or primary adopter dies. This is a right from day one of employment. This also applies to intended parents having a baby through surrogacy. To apply please refer to Form 6 of the Maternity, Paternity, Adoption and Shared Parental Leave policy	

The maximum entitlement to paid leave of absence under this policy is 10 days per academic year across all leave categories combined. Any leave approved beyond this limit will normally be unpaid.

Appendix 2

REQUEST FOR LEAVE OF ABSENCE		
Name		
Role		
Reason for request		
Number of days requested		
Dates requested		
Signature		
Date		
OFFICE USE ONLY		
LOA days in last 12 months		
Approved	Yes / No	Paid / Unpaid
Headteacher/Principal or CEO (for Headteacher/Principal and Central Team approval) signature		
Date		

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