



KEYSTONE ACADEMY TRUST

Discretionary Leave of Absence Policy Addendum

The current policy states that:

<p>Dependant Care Leave. employees may only take paid time off to provide personal care for a dependent where there is an immediate crisis (i.e. child is sick) (there is a statutory right to take unpaid leave see 6.1 below)</p>	<p>In normal circumstances not more than 1day on each occasion. Up to 3 days.</p>
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During Covid-19:

<p>Dependant Care Leave. employees may only take paid time off to provide personal care for a dependent where there is an immediate crisis (i.e. child is sick) Or they are unable to find childcare for a child under the age of three years due to government restrictions on contact with extended family members who would normally carry out this role. Staff that choose not to send their children back to school or nursery and therefore cannot return to work must take unpaid leave or ask to amend their working pattern or reduce their number of working days. (there is a statutory right to take unpaid leave see 6.1 below)</p>	<p>In normal circumstances not more than 1day on each occasion. Up to 3 days.</p> <p>During this pandemic this care leave can be for up to 20 working days taken within the period of one calendar month. Following this all further discretionary leave must be taken unpaid.</p>
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Section 3.2

<p>Summary non exhaustive examples of absence normally granted without pay</p>	<p>Days Per Annum - All Staff</p>
<p>Any personal reason other than those above which it was not possible to schedule for a non-working day or time or within annual leave e.g. dentist, optician, medical appointment, driving test, important one-off family occasions.</p>	<p>Maximum of 3 days</p>
<p>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 as witness not representing the school</p>	<p>Period of attendance necessary.</p>
<p>Leave of absence for religious observance</p>	<p>Reasonable time off</p>
<p>Leave of absence to support isolation of a clinically vulnerable (see staff letter 13.5.20 for definition) relative/dependant that lives in the same household. (N.B. not someone that is extremely clinically vulnerable who should remain at home until further government guidance)</p>	<p>During this pandemic leave without pay can be granted for up to 20 working days taken within the period of one calendar month. This leave is granted at the discretion of the Headteacher and only if the duties can be covered by other staff members.</p>