



Special Leave Policy

All employees are not expected to take time off during term time, the annual calendar has been shared with all employees. However, additional special leave may be granted to employees in the circumstances outlined below. The manager should ensure that these provisions are applied fairly and consistently to all employees.

Serious illness of member of immediate family (that is parent, partner, child, brother or sister): Up to 3 days without pay (pro rata for part-time employees). Serious illness is defined as an illness which occurs suddenly and is potentially terminal. Only one period of three days should be granted during the course of any one illness.

Death of member of immediate family (that is parent, partner, child, brother or sister): Up to 10 days without pay (pro rata for part-time employees). In deciding the number of days to be granted managers will need to take into account the closeness of the relationship and whether the employee is responsible for making the funeral arrangements.

Funeral of member of immediate family (that is parent, partner, child, brother or sister): Up to 1 day without pay.

Funeral of the employee's partner's parent (in-law), employee's grandparent, grandchild or other close relative with whom the employee maintains or shares the home or is the employee's next of kin: Up to 3 day without pay.

Closure of school buildings: Special paid leave should be granted to teachers if it is necessary to temporarily close a school building due to fire/flood damage etc. and it is not possible to employ them in an alternative building.

The manager (through consulting with HR) can grant leave based on other valid reasons given by the staff member at his own discretion which is not contrary to the above.

Where a request for special leave is refused, the manager should provide the employee with reasons for this where requested to do so.

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