

***LEAVE OF ABSENCE
GUIDELINES
FOR
TEACHING STAFF***

REQUESTS FOR LEAVE OF ABSENCE – GUIDELINES

The following guidelines are for Head Teachers and other managers who need to decide the appropriate amount of leave of absence to authorise for teachers.

1 General Principles

- 1.1 Teachers should make every effort to avoid making personal arrangements which conflict with contractual obligations to the Council. School holidays are notified well in advance and this provides scope for teachers to plan personal business for non-school days.
- 1.2 Where possible, time off should be taken outwith Pupil contact time.
- 1.3 In the majority of situations, leave of absence is discretionary and requests may be refused. A teacher's willingness to take unpaid leave should not influence the granting of leave. A teacher's absence disrupts pupil education, and the effect can be exacerbated if no replacement teacher is available.
- 1.4 Unpaid leave constitutes a break in service, which can affect superannuation payments and pension.
- 1.5 All absence requests must be recorded on MyView except for supply teachers. Supply teachers will continue to complete the Application for Leave of Absence from Work form and return this to the Employee Support Team.
- 1.6 These guidelines apply to teachers and music instructors on permanent and fixed term contracts only. Short Term Supply teachers can choose whether to work or not and are paid only for the time that they do work.
- 1.7 Head Teacher requests for leave of absence should be considered by the Head of Service.
- 1.8 All leave is calculated on a pro rata basis for part-time teachers.
- 1.9 Where a Head Teacher wishes to grant a request for leave which exceeds the maximum pro rata amount, this must be referred to the Head of Service for approval.
- 1.10 Head Teachers should ensure that all decisions regarding leave of absence are consistent and equitable for all staff.

- 2 Appendix 1 provides a summary of the types of leave available. These can be authorised by the Head Teacher or Line Manager. Occasionally, there may be a request which falls outside the scope of current leave provisions. If the Head Teacher supports such a request it should be referred to the appropriate Head of Service for approval and a decision regarding whether it should be paid or unpaid.