

# HELLEDON HIGH SCHOOL

## STAFF LEAVE POLICY

Policy Reference: BA4  
Inception date: 2 June 2009  
Review frequency: 3 yearly  
Last Review date: 1 March 2006  
New Review date: 1 June 2012

### PAID LEAVE

This is approved for the following reasons at the discretion of the Headteacher upon completion of a Notification of Absence Form:

- Compassionate leave: e.g. urgent family issues, illness or death of close family member.
- Hospital/specialist appointments (this does not include non-emergency dentist or doctor appointments which should be arranged outside of the School day whenever possible).
- Home emergencies: e.g. burst pipes, burglaries, fire etc.
- Graduation ceremonies (1 day).
- Moving house (1 day).
- Other requests will be judged individually on their merit.
- Paternity Leave (10 working days maximum – 5 days full pay, 5 days at Statutory Maternity Pay).

### UNPAID LEAVE

This will be considered by the Headteacher upon completion of a Notification of Absence Form.

- A period of one week or less at the discretion of the Headteacher following an application in writing. Approval must be given in writing.
- More than one week, following approval by the Governors' Finance and Premises Committee and in consultation with the Headteacher. Approval must be given in writing.
- Requests will be judged individually on their merit.

Ratified by the Governors' Teaching and Learning Committee on 29 June 2009

Signed \_\_\_\_\_ Date \_\_\_\_\_