

Guidance for Governing Bodies

a) School leave policies

This section advises governing bodies of the extent of their discretionary powers with regards to annual leave and some requests for special leave. The leave arrangements have previously been discussed locally with the trade unions and were recommended for adoption in the revised policy dated February 2007. Amendments to leave entitlement and changes to concessionary days in relation to the implementation of Single Status in schools have been subject to negotiation with the recognised trade unions.

Governing bodies will need to ensure that their own procedures and policies are consistent with this policy and ensure that they reflect the revised entitlements. Governing bodies should ensure that staff are informed of where the policy can be found and the procedure to be followed when applying for all types of leave, including holidays.

b) Requests for 'Other Leave'

Nottingham City Council acknowledges that there may be the need for additional periods of leave, particularly for compassionate or personal reasons.

The granting of special leave in exceptional circumstances remains a matter for the governing body and head teacher to determine. Any costs incurred by the granting of leave will be met by the school.

i) School Support Employees (LGS)

For LGS school support employees, further details of special leave can be found in 'Other Leave' section of the PMH4S.

In most circumstances, the costs of any leave of absence with pay will be met by the school.

ii) Teachers

In the case of teachers, legislation does not specify an entitlement to annual leave or special leave. For further information on other leave, please see the 'Other Leave' section of the PMH4S and The Burgundy Book.

c) Funding of discretionary special leave

It is important for governing bodies to bear in mind, when considering requests for paid leave of absence, that they will have to meet the full costs of this and any cover from within their budget.

There are some activities, notably time off for trade union duties, where the City Council may contribute some funding for those representatives, responsible for negotiating and consulting with the City Council through the Joint Consultative and Negotiating Committee (JCNC) or Joint Consultative and Negotiating Panel (JCNP). The City Council cannot guarantee that the full salary costs, or full costs of supply cover, will be met. This is dependent on finances allocated for TU facilities time.