

Sperrinview Special School

Guidelines in Relation to Annual and Unpaid Leave for Non-Teaching Staff

The authorisation of all annual leave or unpaid leave is at the discretion of the Principal

Staff should be aware that they should only take leave [annual or unpaid] on days when the pupils are off school. This applies to all staff including those on a term-time contract.

If there is an unforeseen circumstance where a person has used all of their Annual Leave and need to take time off then a written request should be made to the Principal, at least one week in advance. It is then up to the Principal to make the decision on whether or not to grant the unpaid leave.

Some provision has been made to grant paid leave in unforeseen circumstances through the Discretionary, Special and Carer's Leave Schemes. The granting of discretionary leave is in all cases subject to the urgency of the situation and is the responsibility of the Board of Governors, and in practice, delegated to the Principal. Guidelines from EA Southern Region are available in relation to Discretionary Leave.

Staff on a 52-week contract have the choice to take periods of unpaid leave during periods of school closure, but again this is at the mutual consent of the staff member and the Principal

Roles and Responsibilities

The Principal has overall responsibility for the implementation of the guidelines.

Monitoring and Evaluation

These guidelines will be monitored and evaluated on an ongoing basis.

Review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of these guidelines as part of a timetabled, on-going process.

Signed: _____ Date: _____