

DUNDEE CITY COUNCIL - EDUCATION DEPARTMENT

LEAVE OF ABSENCE AND LEAVE PROVISIONS

**GUIDELINES FOR TEACHERS, MUSIC INSTRUCTORS, QUALITY
IMPROVEMENT OFFICERS, EDUCATION SUPPORT OFFICERS AND
EDUCATIONAL PSYCHOLOGISTS**

Introduction

There are various circumstances in which requests for leave of absence or time off may be made by employees. In most of those circumstances Head Teachers and Managers will have delegated authority to deal with those requests and will do so in accordance with the agreed guidelines which follow. These are intended to provide a basis for fairness and consistency in the responses to those requests. Where a request falls outwith the specific guidance provided then it will require to be passed to the appropriate Head of Service for consideration and decision.

In general, employees should avoid making personal arrangements which conflict with contractual obligations to the education authority and every effort should be made to restrict personal business to outwith working hours. Some leave is given as an entitlement (see paragraph 1.0 below). However, in the majority of cases it is discretionary and employees should be aware that requests may be refused. Reasonable time off will be granted at the exigencies of the service and a flexible approach should be adopted. Consistency of approach is also important and advice can be sought from the Human Resources Section in the Education Department.

Specific leave provisions such as maternity, paternity etc are listed with references to sections of the SNCT Handbook. A copy of the Handbook is available for reference in each establishment and its contents can also be accessed at www.snct.org.uk. Where references are also made to DNCT circulars, these can be accessed at dc2/DCC Intranet (> Education Department > Dundee Negotiating Committee for Teachers).

Leave of Absence Provisions

1.0 Entitlements: Serious family illness and family bereavements

1.1 Serious family illness

- up to 3 days paid; additional days – refer to Head of Service

1.2 Family bereavement

- up to 5 days paid ; additional days – refer to Head of Service

Note: for both provisions above, family includes spouse, civil partner, co-habitee, son, daughter, parent, foster parent, guardian, mother/father-in-law, brother, sister, and brother/sister-in-law. It may include others, for instance where the employee is the closest relative and is responsible for managing the person's affairs.

2.0 Discretionary leave

2.1 Weddings

- 1 day unpaid for own wedding
(no entitlement to leave for honeymoon or for general preparations)
- up to 1 day paid for family wedding, up to 1 day paid for travel
- up to 1 day paid for non-family wedding

2.2 Job Interview

- up to 1 day paid
- remainder paid in exceptional circumstances - refer to Head of Service

2.3 House Removal

- up to 1 day paid
- remainder paid in exceptional circumstances - refer to Head of Service

2.4 Graduation/Passing-out Parades

- up to 1 day paid if relevant to employment
- up to 1 day unpaid if not relevant to employment
- up to 1 day paid for family member

2.5 Royal Gatherings

- up to 1 day paid for event and up to 1 day paid for travel

2.6 Planned Medical/Dental Appointments where attendance during working day is unavoidable

- paid leave - up to 1 day if unable to return to work

2.7 Preventative medical examinations (e.g. ante-natal classes)

- paid time off for appointment and any recovery period

2.8 Emergency medical/dental appointment

- paid leave at discretion of Head Teacher/Manager according to circumstances

2.9 Illness of near relatives including children/dependants

- for serious illness see section 1.1
- up to 2 days paid for making care arrangements; remainder unpaid

2.10 Accompanying children/dependants or near relatives to significant planned medical appointments

- up to 1 day paid leave

2.11 Funerals

- for family members, see section 1.2
- up to 1 day paid for non-family members

2.12 Court appearance (jury/witness)

- paid leave as necessary - claim for expenses and loss of earnings should be made to the Court - information available from Human Resources Section

2.13 Exam leave (where course is relevant to employment)

- up to 3 study days per academic year
- paid leave on days of examinations
- unpaid leave on days of re-sit examinations

- 2.14 SQA educational duties
 - up to 1 day paid leave for each Markers' Meeting
 - paid leave for external marking/moderation duties, subject to prior agreement with HT/Manager and Head of Service
 - paid leave for SQA Examining Team duties, subject to prior agreement with HT/Manager and Head of Service
- 2.15 Public duties (e.g. Justice of the Peace)
 - reasonable paid leave - refer to Head of Service
- 2.16 Local authority duties as elected member
 - Up to 208 hours paid leave in any financial year
- 2.17 Party political activities (e.g. election candidate or election agent)
 - Unpaid leave
- 2.18 Trade union/professional association duties and activities
 - reasonable paid leave for duties of accredited officials
 - reasonable paid leave for attendance at conferences and training
- 2.19 Volunteer forces
 - paid leave (less any payment received)
- 2.20 Representing country/city as player/performer/official
 - up to 3 weeks paid leave in one session - refer to Head of Service
- 2.21 Attending prestigious festivals/competitions as player/performer/adjudicator
 - refer to Head of Service
- 2.22 Representatives at annual meeting of nationally recognised religious bodies
 - up to 5 days unpaid leave - refer to Head of Service
- 2.23 Attending special religious ceremonies
 - up to 2 days paid leave per session - refer to Head of Service

Other Leave Entitlements

3.0 Maternity leave

- 3.1 Maternity leave
 - refer to SNCT Handbook, Part 2, Section 7 (Family Leave)
 - Keeping in Touch days, refer to circular DNCT/14
- 3.2 Maternity support leave
 - refer to SNCT Handbook, Part 2, Section 7 (Family Leave)

4.0 Paternity leave

- 4.1 Paternity leave
 - refer to SNCT Handbook, Part 2, Section 7 (Family Leave)

- 4.2 Birth of a child
- 1 day paid for male employee to be present at birth
 - 1 day paid for return home of mother and child, if required and unable to be accommodated within maternity support leave or paternity leave
 - 1 day paid for care of other children, if inescapable commitment

5.0 Adoption leave

- 5.1 Adoption leave
- refer to SNCT Handbook, Part 2, Section 7 (Family Leave)
- 5.2 Adoption support leave
- refer to SNCT Handbook, Part 2, Section 7 (Family Leave)

6.0 Parental leave

- 6.1 Parental leave
- refer to circular DNCT/15

7.0 Annual leave

- 7.1 Annual leave
- refer to SNCT Handbook, Part 2, Section 5 (Annual Leave)
- 7.2 Additional leave requests
- prior to or after school holiday periods: refused unless last minute change by travel operator, or medical reasons exist, in which case unpaid
 - other times: refused unless medical reasons exist, in which case unpaid
 - visiting relatives abroad: refused, unless medical reasons exist, in which case unpaid
 - special occasions e.g. own or relatives' wedding anniversaries, birthdays:
 - refused
 - 'chance of a lifetime' trip: unpaid leave

Note: in all of the above cases, refer to Head of Service