



QUANTOCK

EDUCATION TRUST

Leave of Absence Policy

ADOPTED ON: November 2025

POSTHOLDER RESPONSIBLE: Trust HR Lead

TRUSTEE COMMITTEE: People, Pay & Recruitment

DATE RATIFIED BY TRUSTEES: November 2025

AUDIENCE: All Trust Staff

This policy will be reviewed every two years on or before 30 November 2027

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Summary of Changes

Date	Para	Revision
July 24	6	Carers Leave section added
	9	Assisted Conception section added
June 25	All	Para 3.3 clarified
Sept 25	All	Updated to reflect statutory amendments and in line with Browne Jacobson template

1 Introduction

- 1.1 Leave of absence is not an automatic entitlement to a set number of days per year. Its purpose is to support employees in managing exceptional circumstances that cannot reasonably be arranged during school holiday periods and may require time off. We ask that requests for leave of absence in term time once are made only after all other possible alternatives have been considered.
- 1.2 The amount of leave granted and the reasons for doing so may differ between teaching and support staff and from one situation to another. When considering requests, we must balance individual needs with the operational requirements of our schools, including the need to arrange appropriate cover.
- 1.3 All periods of leave of absence will be recorded and considered on a rolling 12 -month basis.
- 1.4 Any misuse of this provision may lead to action under the Trust's Disciplinary Policy.
- 1.5 This policy does not form part of any employee's contract of employment, and it may be amended at any time. We may also vary this policy, including any time limits, where appropriate in individual cases.
- 1.6 This policy has been developed in consultation with the recognised trade unions.

2 Scope and purpose of this policy

- 2.1 The purpose of this policy is to provide clarity on how requests for leave will be considered by the Headteacher or CEO in the case of Central Trust staff. It aims to ensure that staff across the Trust are treated fairly, consistently and with respect when requesting time away from work.
- 2.2 The policy applies to all employees regardless of length of service.
- 2.3 This policy covers requests for absence from work for the reasons outlined within it. It does not cover requests for flexible working, maternity, paternity, parental or adoption leave. Information on these can be found in the relevant Trust policies .

3 Process for making requests

- 3.1 We recognise that it may not always be possible to request certain types of leave in advance, for example, bereavement leave, compassionate leave and leave in emergency situations. Where advance notice is not possible, employees should contact the Headteacher or CEO in the case of Central Trust staff as soon as possible to explain the reason for the absence and the number of days leave that they anticipate being absent. The Headteacher or CEO will then discuss the situation with you and agree next steps.
- 3.2 Employees should ensure that other than in emergency situations they make their request for leave in advance to enable the Trust to consider the request carefully and to ensure that cover can be implemented where required.
- 3.3 Requests for Leave of Absence should be made in line with local procedures in place in Trust schools. All requests will be considered on a case-by-case basis and the final decision rests with the Headteacher or CEO in the case of Central Trust staff.
- 3.4 Where possible, we may ask you for evidence to support the reason for absence either in advance or upon your return to work.

4 Parental Bereavement Leave, other bereavement leave and compassionate leave

Parental Bereavement Leave

4.1 Up to 2 weeks paid parental bereavement leave (PBL) for parents, with parental responsibility, to help them cope with the death of a child under the age of 18 years will be granted. This includes birth parents, adoptive parents, individuals who are fostering to adopt, legal guardians, most foster parents, (excluding short term and emergency foster care), intended parents under a surrogacy arrangement, those who look after a child in their home other than a paid carer and have done so for at least 4 weeks and parents who suffer a still birth after 24 weeks or more into pregnancy. There is no minimum service requirement for eligibility to take this leave.

- Employees may be entitled to statutory parental bereavement pay (SPBP) and/or normal pay covering some of this period or parental bereavement leave if they meet the below criteria:
- Have 26 weeks continuous service with the Trust ending on the Saturday before the child died;
- Have normal weekly earnings in the eight weeks up to the week before the child death that are not less than the lower earnings limit for NI contributions

4.2 Parental bereavement leave will be granted as a single block of 2 weeks or 2 separate blocks of 1 week at different times. Leave cannot be taken as individual days. This leave must be taken within 56 weeks of the loss of the child.

4.3 If parental bereavement leave is taken straight away and during the first 8 weeks after the child has died, there is no requirement to give advance notice of PBL. However, employees should make contact with the Trust to inform of the reason for their absence.

4.4 Entitlement to maternity leave and pay is not affected if a child has died or been stillborn. Maternity leave can be taken in addition to parental bereavement leave.

4.5 Where leave was planned to begin during the first 56 days after the bereavement, employees should let the headteacher know if they no longer wish to take it, anytime before the leave starts and no later than their normal start time on the first day of the planned leave. Parental bereavement leave cannot be cancelled if it has already begun.

4.6 Where leave was planned to be taken more than eight weeks after the bereavement, it can be cancelled by giving one week's notice [in writing] and to rebook at a different time, by giving one week's [written] notice.

Other bereavement leave and compassionate leave,

4.7 Up to 10 days paid bereavement leave may be granted to help employees cope with the death of a close relative, to deal with necessary arrangements and attend their funeral. This entitlement is in addition to the statutory entitlement to PBL where it applies.

4.8 Up to 5 days paid compassionate leave may be granted to help employees where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill. This does not apply in the case of domestic emergencies, or where normal caring arrangements have been disrupted. We will consider compassionate leave for other traumatic events or difficult personal circumstances on an individual case by case basis.

- 4.9 Bereavement leave and compassionate leave may be granted in relation to a spouse, civil partner or partner, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law. Children are covered separately in the parental bereavement section above. The Headteacher or CEO in the case of Central Trust staff may exercise their discretion in relation to any other relative or close friend, depending on the circumstances. When agreeing the amount of leave the Trust will take into account the circumstances and relationship of the employee to the deceased/seriously or critically ill person.

5 Dependants (Time off for)

- 5.1 The law recognises and we respect that there will be occasions when you will need to take time off work to deal with unexpected events involving one of your dependants. All employees have the right to take a reasonable amount of unpaid time off work when it is necessary to:

- 5.1.1 provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
- 5.1.2 make longer-term care arrangements for a dependant who is ill or injured;
- 5.1.3 take action required in consequence of the death of a dependant;
- 5.1.4 deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- 5.1.5 deal with an unexpected incident involving their child during school hours (or those of another educational establishment).

- 5.2 A dependant for the purposes of this policy is:

- 5.2.1 an employee's spouse, civil partner, parent or child;
- 5.2.2 a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee; or
- 5.2.3 anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in paragraph 5.1.

- 5.3 Employees are entitled to take reasonable time off under this policy where there is an immediate and unforeseen situation requiring action in relation to a dependent. The amount of time off will depend on the nature of the problem, the closeness of the relationship, and whether someone else is available to assist. Typically, reasonable time off will not exceed 1 or 2 days, and in most cases will be less than a day. However, we will always consider each situation on its individual circumstances.

- 5.4 If you know in advance that a situation may arise or you wish to take time off to care for a dependant yourself, rather than make alternative arrangements, this policy will not apply. In such cases, other arrangements should be made.

- 5.5 You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you inform the Headteacher or CEO in the case of Central Trust staff:

- 5.5.1 the reason for your absence; and
- 5.5.2 how long you expect to be away from work.

6 Carer's Leave

- 6.1 Employees have a statutory right to take one week of unpaid leave in any rolling 12-month period to provide or arrange care for a dependent with a long-term need. This applies from the commencement of employment with the Trust.
- 6.2 A long-term need is defined as:
- 6.2.1 Illness or injury (physical or mental) that requires, or is likely to require, care for more than three months
 - 6.2.2 A disability for the purposes of the Equality Act 2010
 - 6.2.3 Requiring care for a reason connected with old age
- 6.3 A dependant for the purposes of this policy is:
- 6.3.1 an employee's spouse, civil partner, parent or child;
 - 6.3.2 a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee; or
 - 6.3.3 anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in paragraph 5.1.
- 6.4 The minimum amount of Carer's Leave an employee can request in a 12-month rolling period is half a working day. The maximum period of leave that can be requested is one week. The days requested do not have to be consecutive and may be taken either in blocks or as individual days or as half days.
- 6.5 Employees must give either twice as many days' notice as the length of leave being requested, or 3 days' notice (whichever is the longer) . For notice purposes, a half day's leave requires a full day's notice.
- 6.6 If you fail to notify us as required by paragraph 6.5, you may be subject to disciplinary proceedings under our disciplinary procedure for taking unauthorised time off.
- 6.7 We may request that you postpone your carer's leave if the running of the Trust will be unduly disrupted by your absence. However, you will be permitted to take the requested amount of leave within one month of your original request. If leave is postponed, this will be confirmed in writing within seven days of your request in a written counter notice. This will explain the reason for the postponement and the revised dates that Carer's Leave can be taken.
- 6.8 Carers leave that has already begun cannot be cancelled, however where leave has not yet begun, it may be cancelled or taken at a different time if there is a mutual agreement between the employee and headteacher.
- 6.9 Employees have the right to return to the same role on the same terms and conditions after a period of carers leave.

7 Domestic, Personal and Family Reasons

- 7.1 Leave of absence may be granted for domestic reasons (urgent or otherwise). We ask that employees who have the flexibility to choose when to take their leave, will use their annual leave entitlement before requesting time off for domestic reasons.

7.2 Leave under this provision may include the following, but the Headteacher or CEO in the case of Central Trust staff will consider each set of circumstances on the facts, including the nature of the request, the relationship involved and whether the event or incident is an exceptional circumstance that could not be arranged outside of normal working hours:

7.2.1 Moving house

Employees should normally make arrangements for moving house outside normal working days. Where this is not possible, up to a day's paid leave may be granted by the Trust.

7.2.2 Wedding or civil partnership ceremony

Employees should make their own wedding/civil partnership arrangements outside normal working days. Paid leave may be granted by the Trust to enable employees to attend a close relative's or close friend's wedding or civil partnership ceremony where this is held during normal working hours.

7.2.3 Other special events

The Trust recognises that in exceptional circumstances there will be special events in an employee's family life that cannot be arranged outside normal working days such as graduation ceremonies, school productions, or sports days. Requests for time off for these purposes will be considered.

7.2.4 Urgent domestic business

This provision enables school staff to deal with emergencies of a domestic nature such as flooding, structural damage, or burglary.

7.3 Special absence for other personal or family reasons, e.g., to visit relatives who live abroad or to nurse a sick person may also be considered in exceptional circumstances. Please note that holidays will not be considered exceptional circumstances.

7.4 Employees should not make plans or arrangements for the time off until they have received confirmation that their request has been approved.

8 Health and Welfare

8.1 Employees are expected to make routine medical appointments on their non-working days/outside working hours. Where this the Trust may grant paid time off for reasons of the personal health and welfare, such as visits to a doctor, dentist, optician, clinic and hospital. The Trust may ask employees to provide evidence of the appointments.

8.2 We encourage employees to attend medical appointments for preventative screening, such as smear tests, mammograms, and prostate examinations. These appointments are covered by this policy.

8.3 Employees who donate blood or other medical tissue are encouraged to do so outside of working hours. Where this is not possible requests for time off to attend these appointments will be considered under this policy.

8.4 Requests for time off for medical appointments in relation to adoption, pregnancy or a disability will be considered under the Maternity, Adoption, Parental and Shared Parental Leave Policy.

9 Assisted Conception

- 9.1 Employees who are planning to undergo any form of assisted reproduction or require any treatment or other medical intervention to support fertility should discuss with the Head Teacher their treatment plan and requirements for time off. – Whether it is you, your partner or a surrogate undergoing treatment we will consider ways to support you to attend appointments to undergo treatment or to support, in the same way as any other medical appointments.
- 9.2 Whilst we understand appointments for such treatments are often made at short notice and can be frequent and on consecutive days, as much notice as possible regarding the arrangements for the time off should be made.
- 9.3 We recognise that such treatment can be physically, emotionally, and financially stressful and encourage you to discuss these matters and be as open as possible so that appropriate support can be offered to you in the workplace, whilst you are undergoing treatment. This could include, but is not limited to, the provision of a fridge for storing medication, workplace adjustments, or a quiet space to take medication or take/make medical calls.

All discussions will be treated sensitively and in strict confidence.

- 9.4 For those receiving treatment we will grant paid leave to
attend up to 5 appointments in any 12-month period, limited to 15 days over a 3 year continuous period, this leave can be taken in full days or half days.

If you need any additional time off above the paid time off this may be granted as unpaid leave, it is therefore important to discuss your treatment plan with the Head Teacher. Any additional time either paid or unpaid will be at our discretion.

- 9.5 Where an employee is not undergoing treatment themselves but supporting someone receiving treatment, either their partner or surrogate, they will be granted

up to 15 days paid leave to attend appointments over a 3 year continuous period. Leave will be limited to a maximum of 5 days per year.

- 9.6 Wherever possible appointments should be arranged outside of normal working hours. Specifically, where appointments relate to investigations or testing. However, we recognise this may not always be possible. You may be asked to provide details of your appointments, as you would any medical appointment.

- 9.7 Should employees require time off work because of the side effects of their treatment, this will be treated under the normal sickness absence reporting procedures.

- 9.8 If treatment is successful employees should refer to the maternity policy.

- 9.9 If treatment is unsuccessful, employees will continue to have the same protections from the point of embryo transfer until two weeks after confirmation that the transfer was unsuccessful. During this time and beyond, the Trust will offer appropriate support .

We recognise the distress that can result and therefore you may take up to 5 days' unpaid leave immediately following unsuccessful treatment.

If you experience pregnancy loss following treatment you should speak to the Head Teacher.

10 Interviews

- 10.1 The Trust understands that employees often have little or no control interview dates and times. We will therefore consider paid time off to attend interviews with pay. The amount of time-off is at the discretion of the Headteacher and each case will be considered on its individual merits.
- 10.2 Employees must inform their Headteacher or CEO of the time, date and duration of the interview as soon as they have this information so that the request can be considered promptly to avoid disappointment. The Trust may ask employees to provide evidence of interview.

11 Time off for public duties

- 11.1 The Trust values the contribution employees make to public life and will support them to perform certain public duties, granting time off wherever possible, provided this does not conflict with the operational needs of the Trust.

Jury service

- 11.2 Employees should tell the Headteacher or CEO in the case of Central Trust staff as soon as they are summoned for jury service and provide a copy of the summons if requested.
- 11.3 Depending on the demands of the Trust we may request that the employee applies to be excused from or have the jury service deferred.
- 11.4 The Trust is not legally required to pay employees while they are absent on jury service. However, we will pay employees who are doing jury service (less any amounts claimed from the court for lost earnings) for up to 10 working days. Payment for time off beyond this will be at our discretion.

Voluntary public service

- 11.5 Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties.
- 11.6 Public service duties include service as a:
 - 11.6.1 Tribunal member
 - 11.6.2 Magistrate
 - 11.6.3 Local councillor
 - 11.6.4 Member of an NHS Trust
 - 11.6.5 Prison visitor
 - 11.6.6 Lay visitor to police stations
 - 11.6.7 School/Academy/Trust governor
- 11.7 If you are unsure whether a public service that you perform is covered by this policy, you should speak to the Headteacher or CEO in the case of Central Trust staff.
- 11.8 As soon as you are aware that you will require time off for performance of a public service, please notify the Headteacher or CEO in writing, providing full details of the time off that is being requested and the reasons for your request.

- 11.9 The Trust will agree to requests for time off to undertake public duties wherever reasonably possible. If it is not possible to accept a request, you will be given written reasons for our decision.
- 11.10 Each request for time off will be considered on its merits, in the circumstances in which it is made including:
 - 11.10.1 Whether the activity is reasonable in relation to your employment.
 - 11.10.2 How much time off is reasonably required for the duty in question.
 - 11.10.3 How much time off you have already taken for the public duty in question.
 - 11.10.4 How your absence will affect the Trust.

Reserve forces duties

- 11.11 We recognise that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called up at any time to be used on full-time operations and will be expected to attend regular training.
- 11.12 Employees who need time off for reservist commitments are expected to use existing holiday entitlement. In exceptional circumstances we may grant additional leave (either paid or unpaid) in order for these commitments to be met.
- 11.13 Whilst we will do everything possible to meet your request for leave it may not always be possible for operational reasons. If we receive notice that you have been called up there may be occasions when we need to apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to the Trust (which could not be prevented by the grant of financial assistance).
- 11.14 Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.
- 11.15 If it is not reasonable and practicable to reinstate you into your former employment, we will offer you the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.
- 11.16 When calculating the length of your continuous employment with us, the period of absence on military service will not be counted. The period of employment before your mobilisation and the period after your reinstatement will be treated as continuous.

12 Professional Examination Duties

- 12.1 The Trust will authorise paid leave for teachers to undertake professional duties in connection with GCSE, GCE A Level and other public examinations in line with the provisions of the Burgundy Book (Section 6). This also gives details of how the school may be reimbursed when a teacher has to be released.

13 Redundancy – support for job seeking

- 13.1 Employees identified as redundant will be allowed reasonable paid time off during working hours to seek alternative employment or to arrange training for future employment. The amount of time-off is at the discretion of the Headteacher or CEO in the case of Central Trust staff. Each case will be considered on its merits.

14 Religious Festivals

- 14.1 Employees whose religious beliefs require the observance of festivals which fall on days upon which they would normally work, may be granted paid leave at the discretion of the Headteacher or CEO in the case of Central Trust staff.
- 14.2 Employees should inform the Headteacher or CEO in the case of Central Trust staff at the start of each academic year of any dates that they may need to request time off for. Where this is not possible employees should provide this information as soon as they are able to and no later than 10 working days before the date of the requested leave.

15 Time off for trade union duties and activities

- 15.1 The Trust wishes to support employees with time off for trade union activities.
- 15.2 Trade union representatives are entitled to reasonable paid time off to carry out trade union duties and activities, to undergo training and to accompany a worker to a grievance or disciplinary hearing. A trade union representative means an officer of the union or an employee elected or appointed in accordance with the union's rules to be a representative of union members in the workplace.
- 15.3 Union learning representatives have a right to reasonable paid time off to perform their duties and undergo training.
- 15.4 Union members have a right to reasonable unpaid time off when taking part in trade union activities.
- 15.5 Employees should be aware that there will be occasions where, for operational reasons, or where the Trust believe the time off not to be reasonable, requests can be declined. Each application for time off will be assessed on its merits and the determination will ultimately depend on the needs of the Trust at the time of the request and consideration will be given to:
 - 15.5.1 the nature and timing of the request;
 - 15.5.2 the amount of time off previously granted or planned for the future;
 - 15.5.3 the number of representatives or members seeking time off within a given period; and
 - 15.5.4 the legitimate need for of the union representative or union learning representative to discharge their functions.

Time off for union representatives - duties

- 15.6 Employees who are representatives of an independent trade union recognised by the Trust for collective bargaining are permitted reasonable paid time off to:
 - 15.6.1 carry out their duties in connection with:
 - (a) negotiations in relation to collective bargaining
 - (b) the performance of other permitted functions related to collective bargaining;
 - (c) information and consultation over collective redundancies or TUPE transfers; and

- (d) agreeing new terms for the workforce following a TUPE transfer in an insolvency situation;
- 15.6.2 undergo training in aspects of industrial relations relevant to those duties which has been approved by the Trades Union Congress or by the trade union;
- 15.6.3 accompany a fellow worker to a disciplinary or grievance hearing.

Time off for union members - activities and learning

- 15.7 An employee who is a member of an independent trade union recognised by the Trust in relation to their position is permitted reasonable unpaid time off to take part in a trade union activity or to consult a union learning representative. Examples of trade union activities include voting in union elections and attending relevant workplace union meetings but not participating in industrial action.

Time off for union learning representatives

- 15.8 Employees who are members of an independent trade union recognised by the Trust can take reasonable time off to perform duties as a union learning representative, providing that the union has given the Trust notice in writing that the employee is a learning representative of the trade union and that the representative is, or will be, sufficiently trained to carry out the learning representative duties. The purpose of a learning representative includes arranging training, promoting the value of training and analysing training needs

Requesting time off - trade union representatives and learning representatives

- 15.9 Employees that are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the Trust.
- 15.10 The Headteacher or CEO in the case of Central Trust staff will meet with the employee to discuss their union role and the amount of time and facilities that the Trust believes to be reasonable to enable the employee to carry out their union duties.
- 15.11 When making a request for time off the employee should provide as much notice as possible and give further details, such as the location, timing, duration and purpose of the time off. The Headteacher or CEO will look at each request and the circumstances before deciding what is reasonable.
- 15.12 Both parties accept the need to be flexible within this process and recognise their duties and obligations to the Trust. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and learning at the Trust. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.

Requesting time off - trade union members

- 15.13 Employees who want to request time off for trade union activities during working hours should make a request to the Headteacher or CEO in the case of Central Trust staff giving as much notice as possible and provide further details, such as the location, timing, duration and purpose of the time off. The Headteacher or CEO will look at each request and the circumstances before deciding what is reasonable.

16 Severe Weather and Disruptions to Public Transport

- 16.0 The Trust recognises that employees may occasionally face difficulties travelling to and from work during severe weather conditions or major disruptions to public transport (this does not include normal traffic delays or routine transport issues). If your usual mode of transport cannot be used to get to work, you should explore safe, alternative options where possible.
- 16.1 Although the Trust expects employees to make a reasonable effort to attend work in all circumstances, it is not our intention for anyone to put themselves at unnecessary risk. At the same time we aim to minimise disruption.
- 16.2 Lateness
- 16.2.1 If you anticipate that, due to severe weather conditions or disruptions to public transport, you are likely to be late for work, you must report your absence in line with the school's normal reporting procedures as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.
- 16.2.2 If the lateness amounts to half your normal working day or more, the arrangements set out below in relation to absence will apply.
- 16.3 Absence
- 16.3.1 Where the Headteacher or CEO in the case of Central Trust staff is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be paid your normal pay for the day.
- OR
- 16.3.2 Where the Headteacher or CEO in the case of Central Trust staff is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be required, if possible, to work remotely until the situation has improved.
- 16.4 Where it is not possible to accommodate a remote working arrangement, you will be entitled, in consultation with Headteacher, to one of the following options:
- 16.4.1 make up any lost time at a later date; or
- 16.4.2 take the day as unpaid leave.
- 16.5 Childcare provision (school or nursery) closures
- 16.5.1 Where schools or nurseries close due to bad weather or public transport and you are unexpectedly required to provide or arrange care for a dependant, the Dependants (time off for) section will apply.
- 16.6 School closure
- 16.6.1 The Headteacher or CEO may decide to temporarily close the school in extreme cases of bad weather or disruptions to public transport. If this is necessary, we will inform you as soon as possible. You will be required to work remotely where it is possible to accommodate a remote working arrangement. You will be paid your normal pay during the period of closure.

16.7 Leaving work early

16.7.1 The Headteacher or CEO will decide on a case-by-case basis if, due to severe weather conditions or disruptions to public transport, it is appropriate for you to leave work early, taking into account your individual circumstances (for example, where you live and your mode of transport) and the needs of the organisation. In such cases you will be paid your normal pay.

16.7.2 If you leave work early, you may be required to work remotely where this is possible.

16.8 Health and safety

16.8.1 We have a duty to ensure the health, safety and welfare at work of all our employees. You also have a duty to take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. This includes taking extra care when travelling to and from the work in severe weather conditions.

16.8.2 The Trust will undertake regular risk assessments to ensure employees working in these conditions are properly instructed, provided with the appropriate clothing and equipment, and given adequate rest breaks.

17 Retention and data protection

17.1 Through the application of this policy, the Trust may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Records will be kept in accordance with our [Workforce Privacy Notice], our [Retention and Destruction Policy] and in line with the requirements of the Data Protection Legislation.

18 Review of policy

18.1 This policy is reviewed every two years. We will monitor the application and outcomes of this policy to ensure it is working effectively.