

# All Saints Schools Trust



## Leave of Absence Policy 2020 - 24

	Date	Signed
Agreed by Trust Board:	March 2020	Chair of Board James Hargrave
Lead:	HR Committee	
Review date:	March 2024	

# Staff Leave of Absence Policy

## Rationale:

It is in the interest of everyone working at the Trust to maximise attendance levels. Not only does absence impact upon the teaching and learning within our schools, it also takes its toll on colleagues who must take on additional work. Although teachers and term time only staff are not entitled to take time off work during the school term, the Trust understands that there may be occasions when employees unavoidably need to be absent from work. This policy therefore provides a framework for treating requests for leave of absence in a fair and consistent manner.

## Aims:

The aim of this policy is to assist the Chair of the Trust, CEO and the Head Teachers to manage requests for leave of absence in a fair and consistent manner taking into account the educational, operational and budget needs of the school. It also recognises that the success of the Trust depends upon the contribution of all staff and acknowledges that a fair and effective leave of absence policy contributes to the maintenance of staff morale and thereby to the success of the Trust.

It is hoped that most staff will not unreasonably apply for discretionary leave of absence during term time and that staff will recognise the disruption that such a request will cause to learning. However, it is recognised that there will be occasions when leave during term time may be unavoidable and the aim of this policy is to help the Chair of the Trust, CEO and the Head Teachers to deal with requests for such leave.

## Scope:

This policy and procedure applies to all Trust staff as well as all teaching and support staff in schools. It is non-contractual and may be amended at any time.

Although the main emphasis of this document is how to manage requests for discretionary leave of absence, reference is made to all types of absence, including statutory absence, for completeness.

## Statutory Rights to Leave:

Staff are entitled to statutory leave for the following:

- Time off for trade union duties in accordance with provisions in Section 61 and 62 of the Employment Rights Act 1996.
- Time off with pay for safety representatives, appointed/elected by recognised trade unions both to carry out safety functions and to undergo relevant training.

- Paid time off for maternity, paternity, adoption and shared parental leave.
- Paid time off for ante-natal care under section 55 of the Employment Rights Act 1996, as part of the provisions for maternity leave (as substituted or amended).
- Unpaid time off for ordinary parental leave, dependants and domestic emergencies.

In addition, the following national provisions currently exist and are incorporated into this policy.

For teachers:

Burgundy Book Section 6 - Right to:

- External examinations: paid leave for duties in connection with these in certain circumstances
- Jury service: paid leave entitlements should be comparable with other local authority officers
- Trade Union Facilities time: will be paid or unpaid depending on activity (also a statutory provision)
- Other circumstances: such as participation in Parliamentary elections, national representation in sport

For support staff

Green Book Section 7 - Right to:

- Public duties: paid leave for jury service, serving on public bodies, undertaking public duties
- Medical screening: paid leave for the purpose of cancer screening
- Special leave: paid or unpaid additional leave may be granted in special circumstances at the discretion of the employing authority

### **Exclusions:**

This policy does not cover the following:

- Annual leave: determined by relevant terms and conditions of employment
- Flexible working arrangements, for which separate arrangements apply
- Sickness absence, for which separate arrangements apply
- Leave associated with redundancy, for which separate arrangements apply

### **Roles and Responsibilities:**

Employees are expected to take steps to avoid requesting time off during term time wherever practicable. It must be understood by all that absences from work have an adverse effect on service delivery.

Unless there are exceptional circumstances preventing the employee from doing so, any requests must be submitted at least one week in advance of the proposed date(s) of absence, in order to allow the Head Teacher, or relevant nominee, adequate time for consideration.

A template Leave of Absence Request Form can be found at Appendix A. The employee should complete it as fully as possible, in order to assist the Head Teacher, or relevant nominee, in considering the circumstances of the request.

If an unexpected emergency arises and the employee is unable to request the leave of absence in advance, he/she must inform the Head Teacher, or relevant nominee, as soon as is practicable, by telephone if necessary.

On returning to work, the employee will need to account for the time off in the same way as he/she would normally have done, had the request been submitted in advance, in accordance with this policy.

#### **a) The Trust Board:**

The Trust Board will review the policy regularly to ensure that it remains fit for purpose, that it is being used fairly and consistently for staff whilst at the same time, supporting the educational needs of the students and is sustainable against the Trust's and individual school's budgets.

Where the leave of absence request is made by the CEO, Deputy CEO or CFO, the request should be made to the Chair of the Trust Board.

Where the leave of absence request is made by other Trust employees, the request should be made to the CEO.

#### **b) Head Teachers:**

All Head Teachers will be familiar with the provisions of the Trust's Leave of Absence Policy.

The Head Teacher, or relevant nominee, in a specific school, will consider all requests for discretionary leave of absence and approve or refuse in line with this policy in a fair and consistent manner, having regard to: the nature of the request; any statutory obligations; pupil/student educational provision; service needs; eligibility, any previous requests, and the degree of flexibility that the Head Teacher already has in current working arrangements.

Except in emergencies, on receiving a completed Leave of Absence Request Form from a member of staff, the Head Teacher, or relevant nominee, will complete the form and return to the individual setting out the decision. If further information is required before making a decision the Head Teacher, or relevant nominee, will arrange a meeting with the member of staff as soon as is practicable and with due regard to the timing of the intended absence. They will discuss the circumstances of the request, gather all the necessary information and document the outcome of the meeting on the request form.

Where the leave of absence request is made by the Head Teacher, the request should be made to the Chair of Governors, who will discuss with the CEO as appropriate.

Once authorised the request form will be passed to the CFO, or other appropriately designated role, for processing.

The Head Teacher and Chair of Governors, in the case of the Head Teacher, will ensure that there are proper records of all requests for time off and that a copy is placed on the individual's personal file on each occasion. This will include retrospective consideration in cases of emergency.

**c) Chief Financial Officer (CFO):**

The CFO will ensure that all requests are processed in a timely manner in line with policy and payroll guidelines.

**d) The Employee**

All employees should familiarise themselves with the provisions of the Trust's Leave of Absence Policy.

All requests for leave of absence shall be made directly to the relevant Head Teacher.

**Unauthorised Leave of Absence:**

If an individual decides to take discretionary leave which has not been authorised by the Head Teacher, or relevant nominee, s/he could be subject to disciplinary action under the Trust's disciplinary procedures.

**Examples of Leave of Absence:**

The table attached to this policy as Appendix B lists the typical circumstances where requests for time off may be received, and sets out whether the absence is discretionary or statutory.

The examples of leave given are non-exhaustive and where circumstances arise that are not identified in this policy, the Head Teacher will discuss, as appropriate, with the CEO, the CEO with the Chair of the Trust Board or the Chair with the HR Committee in order to:

- make the final decision on whether or not leave is granted, and
- whether it is with or without pay.

Advice can also be sought from the Trust's HR Team/Caseworker.

The CEO will monitor the granting of all discretionary leave in order to assist in an regular review of its policy.

**Period of Review:**

This policy will be reviewed every 4 years or sooner if new guidance is issued.

**Appendix A - Discretionary Leave of Absence Request Form**

**DISCRETIONARY LEAVE OF ABSENCE REQUEST FORM**

**Part A (for completion by the employee)**

<b>Name</b>		<b>Date request made</b>	
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<b>Date/time from</b>		<b>Date/time to</b>	
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I have read and understood the Leave of Absence Policy and attach a copy of any relevant appointment card or other supporting documentation, if relevant.

Reason for Request (please detail below and continue on a separate sheet if necessary)

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**Part B (for completion by the Headteacher, or other relevant senior manager)**

Your request for leave is:

Approved with pay

Approved without pay

If the request has not been approved, it was for the following reason(s):

	<b>Operational difficulties in covering absence</b>
	<b>Impact absence would have on continuity of educational needs</b>
	<b>Referred to the Trust Board for decision, outside of policy</b>
	<b>Other: Explanation of reason(s)for non-approval</b>

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

Job Title \_\_\_\_\_

**Please return form to the Chief Financial Officer for processing**

**Appendix B - Examples of Leave of Absence Tables**

Category/Circumstances	Definition
<p><b>Discretionary Compassionate Leave</b></p> <p><b>(Close Family Member)</b></p>	<p>Compassionate leave is normally intended for circumstances where there is sudden serious illness or death of an immediate close family member or life partner (including sex partners) to support with the grief and bereavement and dealing with any arrangements e.g. husband, wife, partner, father, mother, son, daughter, brother, sister. The leave reflects what is required in the circumstances and will not necessarily always be 10 days. In exceptional circumstances additional leave may be approved but this will be on an unapproved basis.</p>
<p><b>Discretionary leave to attend the funeral of someone who:</b></p> <ul style="list-style-type: none"> <li>- is not a member of the immediate family or</li> <li>- is a close personal friend</li> </ul>	<p>For example: grandfather, grandmother, grandson, grand-daughter, step-father, step-mother, step-son, step-daughter half-brother, half-sister, father/mother in law, son/daughter in-law, aunt, uncle, cousin or a close personal friend.</p>
<p><b>Discretionary leave to attend a doctor's, dentist or hospital appointment</b></p>	<p>Employees are normally expected to ensure that appointments for personal visits to a doctor, dentist, hospital etc. are outside of contracted working hours. However, in the event that this is not reasonably practicable, time off from work will be permitted to attend such appointments. Employees should ensure that any time off causes as little disruption as possible, i.e. the appointment is at the beginning or the end of the day. The school reserves the right to see evidence of such appointments, such as a letter or appointment card. If the appointment is not urgent, and where the time would negatively impact the employee's area of work, or that of team colleagues, the appointment should be re-arranged to a more suitable time and date wherever possible.</p> <p>Where the Headteacher considers an employee has taken an unreasonable amount of time off for this purpose, the school reserves the right to withdraw payment for such absence at its discretion and following consultation with the employee. Consideration will be given to the Equality Act 2010 and any statutory right to time off, in all instances.</p> <p>The absence will be recorded as sickness and the necessary self-certification completed in the normal way.</p>

<p><b>Leave for rehabilitation, assessment or treatment as a result of a disability (discretionary although there is a statutory right to leave considered as a reasonable adjustment)</b></p>	<p>The Equality Act 2010 identifies the provision of paid time off as a reasonable adjustment and acknowledges that a disabled person may need to be absent from work for “rehabilitation, assessment or treatment”. There is no evidence that disabled people are more likely to be absent from work than other staff. However, in monitoring absence, due allowance should be made for absences related to a disability.</p> <p>Absences relating to <b>appointments</b> for rehabilitation, assessment or treatment of a disability should be recorded as disability leave. This is paid, and does not affect sick pay entitlements. However, any other periods of absence related to a disability should be classified and recorded as sick leave.</p>
<p><b>Disability related sickness absence (discretionary although there is a statutory right to leave considered as a reasonable adjustment)</b></p>	<p>Disability related sickness absence is sickness absence related to an individual’s disability. For example: an episode or relapse of a disability related condition or time off for recuperation following a period of disability leave for treatment. Disability related sickness absence is recorded separately from other sickness absence but is counted as part of the employee’s sickness absence entitlement.</p>
<p><b>Discretionary Emergency/ Dependant’s Leave (statutory right to apply for such leave although granting of such leave is discretionary)</b></p>	<p>There is a statutory right to unpaid leave to deal with an emergency relating to a dependant (e.g. son/daughter, partner (including same sex partners), and parent). It is expected that this type of leave is taken where the employee has identified short term, rather than long term, caring responsibilities.</p>

<p><b>Discretionary leave for Fertility Treatment.</b></p>	<p>As with other medical appointments, the expectation is that fertility treatment occurs outside of contractual working hours where possible. Where it can be shown that there are good reasons why this is not possible, the following will apply.</p> <p>Absence relating to the investigation of a fertility issue will be regarded as sickness absence. In such circumstances, the member of staff will be subject to the school's normal sickness absence provisions. Female members of staff personally undergoing treatment themselves should note that sickness absence associated with IVF will not be regarded as 'pregnancy-related'.</p> <p><b>Fertility Treatment</b></p> <p>Members of staff, who have completed 12 months' service, may be granted leave for fertility treatment or the support of a partner undergoing the same.</p> <p><b>Female staff personally undergoing fertility treatment</b></p> <p>Wherever possible, appointments related to fertility treatment should be arranged outside of working hours. Where this is not possible, a member of staff may be granted up to 5 days paid leave in any 12 month period for the purpose of receiving and recovering from fertility treatment and to attend appointments specifically associated with the IVF process (prebooked interventions for consultant appointments, collection and delivery of embryos, monitoring tests, etc.).</p> <p>Should the member of staff require time off because of the side effects of the treatment, they will be subject to the normal sickness absence entitlement. Sickness absence associated with IVF will not be regarded as 'pregnancy-related'.</p> <p>The paid leave can be taken to suit the member of staff's needs, subject to operational circumstances, e.g. in one block, separate days or half days. The leave entitlement will be pro-rated for part-time members of staff according to their normal weekly working hours.</p> <p><b>Members of staff supporting a partner undergoing fertility treatment</b></p> <p>If it is an essential requirement within the course of the treatment for the partner to attend a specific appointment, the school will allow eligible employees up to one day's paid leave in any 12-month period to support fertility treatment.</p>
<p><b>Discretionary leave to attend interviews</b></p>	<p>Such leave will be entirely at the discretion of the Headteacher. Any decision will take into account of the role being applied for and the likely impact that the absence will have on the school.</p>
<p><b>Discretionary leave for moving house</b></p>	<p>Wherever possible staff are expected to ensure that any house move takes place outside of school time. Where it is demonstrated that this is not possible, 1 day's unpaid leave will be granted.</p>

<b>Discretionary leave to deal with urgent/unforeseen circumstances</b>	Any urgent and unforeseen circumstances (e.g. house fire/burglary/flood) which require urgent attention by an employee and prevents an employee attending work. Reasonable time off will be allowed.
<b>Discretionary leave to attend a child's graduation from University/College</b>	It is recognised that the employee will have no influence over the day when this will occur and that it will normally occur during term time.
<b>Discretionary leave to attend a close family wedding</b>	It is recognised that the employee may have no influence over the day when this will occur.
<b>Discretionary leave to take professional examinations or for study</b>	<p>It is assumed that the Headteacher will have approved the course of study and that the employee's gaining of the specific qualification will be for the overall benefit of the school. If this is not the case it would not be reasonable for the Headteacher to allow time off during term time.</p> <p>Where the course of study has been approved, the Headteacher will allow time off as appropriate to enable the employee to take examinations. Only in exceptional circumstances would additional time off be allowed for study leave.</p>
<b>Sporting and similar activities</b>	Selection for representative sporting and similar activities may be seen as an honour for the school and highly motivational for students. The Headteacher should therefore sympathetically requests for paid leave of absence to participate in such events (e.g. county or national level). However, extended absences (e.g. tours abroad) would require special consideration in each case.
<b>Discretionary additional leave for carers</b>	Although it is expected that employees will make arrangements that do not prevent them from carrying out their normal duties, in exceptional circumstances an employee may be granted leave in addition to paid annual leave, to deal with childcare and other caring responsibilities such as assisting a dependant during or after a stay in hospital, moving a dependant to residential or other form of care, helping a dependant through a medical procedure, etc. It is expected that this type of leave is taken where the employee has identified long-term, rather than short term, caring responsibilities. The granting of such leave is entirely at the discretion of the Headteacher after taking account of the impact the leave might have on the school.
<b>Discretionary leave for blood donors</b>	Although it is expected that staff will make arrangements to donate blood outside of school hours, if there is an opportunity to donate blood locally and it will mean only a short time away from school with minimal disruption, time off with pay will be allowed for this purpose.

<p><b>Gender transition</b></p>	<p>Time off for surgery and recuperation from surgery for gender reassignment will be recorded as sick leave. Other medical appointments relating to the process will be recorded as sick leave when it has not been possible to make them outside of working hours. There may also be a need for some non-medical appointments, for example for electrolysis or speech therapy. These will not qualify for sick leave. Headteachers should reasonably consider requests for unpaid leave or allow annual leave or flexi leave, where the system is in operation, for these appointments, when it has not been possible for them to take place outside of work time.</p> <p>Any reasonable absence because of the effects of treatment for gender reassignment should not be taken into account for the purposes of action for unsatisfactory attendance.</p>
<p><b>Occupational health appointments</b></p>	<p>Whilst employees are absent due to sickness, there is an expectation that they will make themselves available to attend any Occupational Health appointments regardless of when the appointment occurs. After returning to work, if any further appointments are required during the normal working pattern, paid time off will be granted in order to attend.</p>
<p><b>Religious observances</b></p>	<p>Headteachers should try to accommodate requests for time away from work for religious observance. This includes religious festivals, time away from work during prayer and fasting, and adjusting working times to accommodate periods of fasting. The Headteacher and the employee should work together to ensure that there is minimum disruption to the school. That leave (which would be unpaid) is avoided wherever possible.</p>
<p><b>Strike Action</b></p>	<p>It is an individual's choice as to whether to join strike action, but a normal day's pay will be deducted for each day the strike action continues and the employee remains off work.</p>
<p><b>Discretionary leave during adverse weather conditions</b></p>	<p>Employees have an obligation to present themselves for work each day at and between the times specified in their contracts of employment. During periods of severe inclement weather, if it is shown that the employee has made every effort to attend work but simply could not do so then the absence may be treated as paid leave. If, however, roads/public transport are available for use with only minimal disruption, and the employee still chooses not to attend work, the absence will be treated as unpaid.</p>
<p><b>Discretionary leave for CPD/other training</b></p>	<p>Training will generally only be approved by a Headteacher when it is essential for the school, for CPD or to enhance capability to the advantage of the school. When it is not possible to have such training to take place out of term time, time off will be allowed with pay. Training dates however need to be postponed when the needs of the school are such that time off on the dates allocated for the training do not prove to be convenient.</p>

**Other 'special' discretionary leave**

<p><b>Leave for medical screening</b></p>	<p>Wherever possible such screening will take place outside of term time. However, where it is proved to be not possible, necessary paid time off will be granted for the purpose of medical screening including cancer screening where this is required by the employer or medical advisors.</p>
<p><b>Leave for Trade Union activities</b></p>	<p>Where it is necessary for a trade union representative to carry out legitimate trade union business during term time, they will be allowed appropriate time off with pay. It is expected that the majority of trade union activity will take place outside of school hours.</p>
<p><b>Leave for reservists (Royal Naval Reserves, Royal Marines Reserves, Army Reserve and Royal Auxiliary Air Force)</b></p>	<p><b>Employer's legal responsibilities under The Reserve Forces (Safeguard of Employment) Act 1985 (SOE 85) are as follows:</b></p> <p>If your Reservist employee is mobilised, when they return you have an obligation to re-employ them in the same role and on equally favourable terms and conditions as before (or as far as is practicable).</p> <p>The Ministry of Defence aims to give at least 28 days' notice of mobilisation, although the Reserve Forces Act 1996 gives no statutory requirement for a warning period prior to a Reservist being called out.</p> <p>If a Reservist is mobilised and you believe their absence would cause serious harm to your business or a related business, you have the right to seek exemption, deferral or revocation of the mobilisation.</p> <p>If your Reservist is mobilised you don't have to pay them any salary or associated benefits (such as pension or company car) for the duration of their operational duty. A Reservist cannot claim for any benefits you stop so they won't be worse off.</p> <p>You are also eligible for financial assistance to cover the costs of finding a temporary replacement or retraining your Reservist employee under certain circumstances on their return.</p> <p>Further information on employing Reservists can be found on the website; <a href="http://www.sabre.mod.uk/Employers/Employing-a-Reservist">http://www.sabre.mod.uk/Employers/Employing-a-Reservist</a></p>

<p><b>Leave for public duties</b></p>	<p>Section 50 of the Employment Rights Act 1996 provides for employees to be granted off work to perform those public duties specified in the section. These are as follows:</p> <ul style="list-style-type: none"> <li>(a) a local authority</li> <li>(b) a statutory tribunal</li> <li>(c) a police authority</li> <li>(d) a board of prison visitors or a prison visiting committee</li> <li>(e) a relevant health body</li> <li>(f) a relevant education body, or</li> <li>(g) the Environment Agency or the Scottish Environment Protection Agency.</li> </ul> <p>It is expected that much of the time spent on such duties will be either out of term time or out of normal working hours. However, where this is not possible and there is no adverse effect on the working of the school, unpaid time off may be approved by the Headteacher.</p>
<p><b>Court Service (witness or jury service)</b></p>	<p>Most court service is for jury service, but employees may also be called as witnesses.</p> <p>Individuals summoned for jury service are expected to attend court unless they are injured, disqualified or excused by the court. Jury service can be deferred. Among the categories of people who qualify for deferral are teachers during term time. Other school staff may also be automatically disqualified if called for jury service during term time.</p> <p>Applications for jury service to be excused on grounds of conflict with work requirements are likely to result in deferral, unless excusal is clearly necessary. Each application will be considered on its own merits, and applications must be made by those who have been summoned – employers cannot make them on employees' behalf.</p> <p>Employees required attending court for jury service or who are summoned to appear as witnesses will be granted paid leave for this purpose.</p> <p>Jurors are entitled to claim for travel and subsistence and for loss of earnings, at a maximum daily rate. Where employees are entitled to claim for loss of earnings, they should get their employer to complete the appropriate certificate which is issued to all jurors attending court. The arrangements for employees attending court as witnesses are considered considerably.</p> <p>Loss of earnings claims must be made by employees from the Court, and these are made against salary/wage.</p>

<p><b>Statutory maternity leave</b></p>	<p>All pregnant employees can take up to 26 weeks' ordinary maternity leave (OML) and 26 weeks' additional maternity leave (AML), making a total of 52 weeks. This is regardless of the number of hours they work or their length of service. Additional maternity leave begins on the day after ordinary maternity leave ends.</p> <p>Once an employee has given notice that she is pregnant, she will be entitled not to be unreasonably refused paid time off work to attend antenatal appointments as advised by a registered medical practitioner, midwife or nurse.</p> <p>In order to be entitled to take time off for maternity leave and antenatal care, the employee is required to produce a certificate from her doctor, registered midwife or registered health visitor, stating that she is pregnant (usually the MATB1). Except in the case of the first antenatal appointment, the employee should also produce evidence of the appointment, such as a medical certificate or appointment card, if requested to do so.</p>
<p><b>Statutory parental leave (some discretion when it can be taken)</b></p>	<p>Employees with more than one year's continuous service are entitled to 18 weeks' unpaid leave for each child and adopted child, up to their 18th birthday. Employees need to give notice of leave giving at least 21 days' notice before the intended start date. Parental leave should be taken in blocks of a week or multiples of a week, and should not be taken as "odd days" unless the employer agrees otherwise or the child is disabled.</p> <p>Employees cannot take off more than four weeks during a year. A week is based on the employee's working pattern. This entitlement is in addition to any rights to maternity/parental and/or paternity leave or shared parental leave. Requests for such leave may be made for up to six months other than where parental leave has been requested immediately after childbirth/maternity leave or immediately after placement for adoption.</p>

<p><b>Statutory paternity leave</b></p>	<p>An employee whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, is entitled to two weeks' ordinary paternity leave provided he/she has 26 weeks' continuous service by the end of the 15<sup>th</sup> week before the week in which the child is expected.</p> <p>Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. For more information on adoption rights, please see the separate guidance on Ask Schools' Choice. Either adoptive parent may take ordinary paternity leave where the other adoptive parent has elected to take adoption leave. In respect of an adopted child, the employee must have 26 weeks' continuous service by the week in which the child's adopter is notified of having been matched with the child for adoption.</p> <p>To qualify for paternity leave, the employee must also have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child or support the child's mother.</p> <p>Paternity leave must be taken in a single block of one or two weeks within 56 days of birth or adoption of the child. If the child is born early, it must be taken from the time of birth but within 56 days of the expected date of childbirth. Paternity leave can start either from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date.</p>
<p><b>Statutory shared parental leave</b></p>	<p>Shared parental leave is a relatively new right that may enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. This could mean that the mother or adopter shares some of the leave with their partner, perhaps returning to work for part of the time and then resuming leave at a later date.</p> <p>The first two weeks of the 52-week entitlement must be taken by the mother or primary adopter, but the remaining 50 weeks' entitlement and pay can be shared or split between both parents, if they meet the eligibility criteria.</p>
<p><b>Statutory adoption leave</b></p>	<p>For the primary adopters of children matched for adoption the rights to adoption leave and pay mirror maternity leave and pay.</p> <p>Primary adopters can take up to 26 weeks' ordinary adoption leave (OAL) and up to 26 weeks' additional adoption leave (AAL), making a total of 52 weeks. This is regardless of the number of hours they work or their length of service.</p> <p>Additional adoption leave begins on the day after ordinary adoption leave ends.</p>

**\*These figures were correct at the time of drafting. Some may change as a result of changes to legislation.**

## Document History

<b>Version</b>	<b>Date</b>	<b>Comments</b>
Issue 1	April 2019	Based on SCC Model Policy