



Unpaid Leave

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EVERY LEARNING MINUTE COUNTS

1. POLICY

- 1.1 Long-serving employees five or more years' service at Talavera Junior School will be eligible to apply for unpaid leave to undertake, for example, research, further education, travel or to care for elderly relatives.
- 1.2 Both full-time and part-time employees with the relevant service are potentially eligible. The purpose of a period of unpaid leave will normally be linked to personal development outside the usual confines of the job, allowing the employee to return to work with new ideas and enhanced skills. Unless exceptional circumstances apply, unpaid leave will only be granted once during the course of an employee's employment.

2. PROCEDURE

- 2.1 Any eligible employee wishing to make an application for unpaid leave should do so in writing to their Headteacher or Chair of Governors stating the proposed objectives and duration of the unpaid leave and the perceived benefits for the school and the employee.
- 2.2 The school will consider any such request and unpaid leave, where granted, will be entirely at the school's discretion and with such qualifications and conditions as the school sees fit. There is no statutory right for an employee to be granted unpaid leave and requests will usually only be granted when they are at no additional cost to the school and there is the capacity within the school to ensure no detrimental effect on the running of the school or children's learning. Unpaid leave will be granted for a maximum of half a term only – summer 2. It will be unpaid.

3. IMPACT ON TERMS AND CONDITIONS OF EMPLOYMENT

- 3.1 If an employee is a member of the Teacher's Pension Scheme, for any period of unpaid leave, he or she will be invited to pay contributions based on the pay they were receiving immediately before the unpaid period started, as follows:

- For periods in excess of 30 days (up to a maximum of three years) the employee can choose whether or not to pay pension contributions. If they choose to pay, both the employee and employer must pay the contributions which would have been paid if not for the leave of absence.
- Regardless of the employee's choice any additional contributions (e.g. for the purchase of extra pension) must continue to be paid in full.

32 This will enable the unpaid period to count in full for pension purposes. Employees have up to 30 days after they return to work to decide whether they wish to make up these contributions. Figures can be provided to the employee by the Payroll Team on the amount due before a decision is made.

33 If an employee is due to receive an increment during their period of unpaid leave, this will be payable on their return to work provided that performance before commencing unpaid leave has been satisfactory.

34 During the period of the employee's leave, the employee remains an employee of Talavera Junior School on the normal terms and conditions of employment save as amended below.