



THE  
**CREATIVE  
LEARNING**  
PARTNERSHIP TRUST

# Time off for Compassionate Leave, Emergencies, Work Break and Public Duties Policy

**Approved by:** Chair of Trustees  
Chief Executive Officer

**Date:** Autumn Term 2023

**Next review due  
by:** Autumn Term 24

## **POLICY STATEMENT**

UK legislation gives employees the statutory right to take reasonable unpaid leave to deal with dependant-related emergencies and also for certain public duties.

The Creative Learning Partnership Trust (CLPT), otherwise known as the employer, recognises its statutory duties and this policy provides a framework for Headteachers to ensure consistency when dealing with an employee's request for time off.

This policy, which goes beyond the basic rights by allowing for paid, as well as unpaid, leave depending on the situation, covers time off for compassionate leave, emergency leave, public duties and work breaks.

## **WHO THE POLICY COVERS**

This policy applies to all employees, regardless of length of service and employment status, e.g. fixed term, permanent, temporary (unless otherwise specifically stated). It does not form part of the contract of employment and can be varied from time to time in full consultation with the recognised trade unions. The procedure does not apply once an employee has left the employment of the CLPT.

This policy does not apply to agency workers.

The policy is commended for adoption by Trustees / Governing Bodies for application to all employees employed across the Trust.

## **POLICY PRINCIPLES**

**Compassionate and emergency leave** is intended for urgent or serious situations that employees are unable to plan for.

As emergency leave is in place to cover unplanned events, the absence will begin as soon as the employee needs it. Where compassionate leave has been agreed the absence should begin as soon as the employee needs it.

There is no limit as to how many times an employee can take emergency time off for dependants and an employee is allowed to take a reasonable amount of time off to deal with the emergency. There are no set limits as it depends on the facts of each situation.

The Creative Learning Partnership Trust will always seek to act with compassion and on a case by case basis. This policy allows the Headteacher discretion to provide compassion and emergency leave as long as it is supported by the senior leader of the Trust, the Chief Executive Officer (CEO).

The following definitions apply:

- “Dependants” include partner (including same sex partner), husband, wife, civil partner, child, parent or grandparent, step-parent or parent-in-law, brother, sister or elderly relative. They can also be another person who lives in the same household or someone who reasonably relies on the employee for assistance in the event of serious illness or injury. Dependants do not include individuals who live in the same household but under a commercial arrangement such as a tenant, boarder, lodger or employee.
- “Family” includes the above and the employee’s wider family such as, grandparent of spouse, grandchild, son-in-law or daughter-in-law, brother-in-law or sister-in-law, uncle or aunt, nephew or niece, first cousin or a partner (including same sex partner) who no longer lives in the same household.

With regards to time off for **public duties**, the CLPT encourages and supports contribution to the wider community and society. Making a contribution to the community also provides opportunities for personal development, enables an interchange of ideas, supports the CLPT’s values and enriches the community and society in which we live.

## **POLICY PROVISIONS**

### **COMPASSIONATE LEAVE (PAID)**

Compassionate leave may be granted in certain circumstances of urgent domestic distress.

An employee can request to take up to five days paid absence (pro-rata for part time employees) where a dependant (as defined above) dies, is seriously injured or unexpectedly falls seriously ill. Such time off includes time to organise and attend funerals.

The entitlement (full or pro-rata days) can be taken as single days as circumstances dictate.

Time off may also be granted for attendance at funerals of people other than dependants (for example – family members, work colleagues).

An employee can request paid time off to attend their own graduation or a graduation of direct family members (husband, wife, son or daughter). Time off for graduations that don’t fall within this remit can be requested, but this will be treated as unpaid leave.

Paid time off may be granted to attend emergency dental, medical or planned hospital appointments for yourself (where these **cannot** be made outside school hours). In these circumstances an Absence Cover Request form (Appendix 5) must be completed. Any routine dental / medical appointments should be made out of school hours.

### **TIME OFF FOR EMERGENCIES (UNPAID)**

An employee might find that they have to deal with an emergency concerning a dependant for which they need to be absent from work but for which paid leave is not available under any of the CLPT's schemes. The Trust will consider requests for unpaid leave to deal with these emergencies.

In order to ensure that fairness prevails the following circumstances are given as a guide as to when an employee may take time off (this list is not exhaustive and the Headteacher will need to consider each situation individually):

- an employee is required to make care arrangements when a dependant falls ill, is injured or is assaulted
- an employee's child is too ill to attend nursery or school and alternative childcare arrangements cannot be made until the next day
- a dependant goes into labour unexpectedly and relies on the employee to take them to hospital
- an employee is required to deal with an unexpected disruption, termination or breakdown of care arrangements for a dependant
- an employee's elderly neighbour becomes critically ill and the employee is closest at hand to ensure the neighbour receives emergency treatment

### **Asking for compassionate or emergency leave**

In an emergency or compassionate situation, communication with an employee's Headteacher is an important consideration. It is recognised that, in an emergency situation, it may not be possible for an employee to speak to the Headteacher before they leave work, however, if this is the case, the employee should speak to a member of the Senior Leadership Team prior to leaving. They should explain the circumstances, if possible indicating the length of time they are likely to need to cover the immediate situation. There is no requirement to provide written notification or written proof.

### **Other considerations**

There may be occasions where the need for time off is likely to continue beyond the entitled absence provided for by this policy (for example where a dependant has a longer term hospitalisation). In these circumstances careful consideration should be

given to other provisions available to assist employees such as unpaid leave or work breaks.

## **Roles and responsibilities**

It is the responsibility of employees to discuss with the Headteacher the circumstances surrounding the need to take time off as compassionate or emergency leave. It is the responsibility of Headteachers to support and listen to employees when the initial emergency occurs, grant any request for time off where an employee is eligible, and then talk to them about any ongoing impact.

## **WORKBREAK**

The workbreak scheme provides employees with the opportunity to take a planned period of time off work to concentrate on alternative personal priorities. The primary purpose is to offer employees the flexibility to more easily combine family commitments with work, but this also extends to other personal commitments such as travel, recovery from a long term illness or voluntary work.

It should be noted that there is no contractual right to take a workbreak and each individual request will be considered on a case by case basis by initially the Headteacher and with final approval being sought from the Chief Executive Officer. A workbreak application form must be completed – Appendix 1.

## **Eligibility**

The provisions within this policy will apply to permanent employees currently at work\* with a minimum of two years' continuous satisfactory service with the employer regardless of grade or occupation and subject to agreement from your Headteacher.

(\* the provisions of this policy also apply to those currently on maternity, adoption, paternity or shared parental leave).

Satisfactory service will be defined as service where:

- There is no current (i.e. unspent) disciplinary action/sanction against the employee and/or
- There is no current formal action against the employee under the Performance Improvement or Managing Attendance at Work policies.

It is unlikely that a second application would be considered within five years of a previous work break having commenced.

These provisions are not applicable to colleagues on temporary contracts.

## **Administering the Workbreak**

The work break will last for a minimum of three calendar months and a maximum of one year. However, in exceptional circumstances, a work break may be considered for a period of up to 2 years. Work breaks will be classified as a period of unpaid leave. There is no requirement for the employee to resign from their position unless they subsequently decide not to return at the end of their work break.

Where circumstances permit, the employee's position may be filled on a temporary basis until such time as the work break comes to an end.

At the end of the work break period, the employee does not have an automatic right of return to the role they occupied prior to taking the work break. If the substantive post is no longer available, the employer will make best endeavours to find a suitable alternative role. If this is not possible, normal redeployment and consultation arrangements will be adhered to.

When deciding whether to agree to a work break, the Headteacher and ultimately the CEO may consider the feasibility of recruiting a suitable individual to fill the post on a temporary basis whilst the work break is in progress.

During the work break the employee has a responsibility to keep their professional skills and knowledge up to date.

In addition, an agreement may be made between both the employer and employee as part of the work break arrangement (where feasible), for the employee to work up to 10 days paid work for the employer, in order to help the individual to maintain their skills. The 10 days paid work will be casual / supply work paid at the point on the pay scale applicable at the beginning of the work break. The 10 days paid work will allow contact between the employee and the Headteacher to be maintained and to help to maintain up-to-date skills. The employee may, from time to time, be invited to join in with relevant training events.

Payment applicable for days worked will be paid at the end of the work break period (on completion of the payment request – Appendix 2). Payment will be paid for actual hours worked. The employer has no automatic right to require the employee to carry out any work and the employee has no automatic right to undertake any work during the work break.

Following the end of the work break

## **Maternity/ Paternity/ Adoption/ Parental Leave and Work break**

Where a work break follows maternity / paternity / adoption / parental leave, the Headteacher must ensure that the work break commences towards the end of the leave and after the period of paid leave. This will ensure that the employee's benefits

are protected. An employee ending their leave who enters into a work break agreement will have clearly indicated their intention of returning to work. In respect of maternity leave the contractual part of the maternity pay (i.e. the period at half pay) can either be paid as soon as statutory pay expires or held in abeyance until the employee returns to work following the work break. If an employee fails to return to work at the end of the work break, the employer will take steps to recover the occupational part of maternity pay where it was paid. Any allowances received in respect of Adoption / Parental leave may have to be repaid, details of this are stipulated in the Maternity, Adoption, Paternity and Parental Leave Policy.

### **Post Entry Training**

Where an employee has received financial assistance for post entry training prior to commencing the work break, repayment will only be required if the employee fails to return to work at the end of the work break.

### **Ending the Work break**

Once the employee has been absent for the agreed period of the work break they should return to work on the agreed date but should contact the Headteacher at least one month beforehand to confirm their intention to return on the agreed date and make arrangements for any necessary induction process or refresher training on return. If an employee is unable to return on the agreed date due to sickness or other absence, they must carry out the relevant absence reporting procedure.

If the employee does not intend to return to work following the work break they should inform the Headteacher of this and tender their resignation from their post giving the appropriate notice period as specified in the individual's contract of employment. The termination date should coincide with the planned termination date of the work break agreement. Note: as the employee is voluntarily on unpaid leave at this time there is no entitlement for payment for the duration of the notice period.

An employee can terminate the work break agreement and return to work during the work break if their circumstances change and they feel that they are no longer able to comply with the terms of the work break. In this situation the employee should inform the Headteacher in writing giving one month's notice that they wish to terminate the work break arrangement and return to work.

An employee wishing to return from a work break should give at least one month's notice of their intention to return regardless of whether they are returning early. (NB: Anyone filling the position on a temporary basis will also require a month's notice of termination of the temporary contract.)

Should the employee fail to provide one month's notice of their intention to return to their role and no contact is made with the Trust, the employee's contract will be automatically terminated at the end of the agreed workbreak.

When the employee returns to work from a work break the Headteacher should advise the school bursar so that they can update Myview with details of their return.

### **How to Apply**

If an individual wishes to take a work break they will be required to discuss this initially with the Headteacher on an informal basis, then submit an application (Appendix 1).

In considering whether to agree to a work break, the relevant Headteacher and subsequently the CEO should take account of the individual's eligibility and the likelihood of being able to recruit a replacement to cover for the duration of the work break (if applicable).

If a decision is made that the work break can be accommodated, a work break agreement (Appendix 3) should be prepared outlining the roles and obligations of each party to the agreement.

The work break agreement should be completed by the Headteacher and the employee and signed by both parties. This should then be countersigned by the CEO. The agreement should be sent to Stoke Payroll and the relevant amendments processed on Myview.

### **Other considerations**

Taking time off on a work break will have an impact on an employee's occupational pension entitlements. Where applicable, employees should seek advice from their relevant Pensions team before a work break agreement is entered into.

### **TIME OFF DURING RELIGIOUS FESTIVALS OR FOR RELIGIOUS OBSERVANCE**

Whilst there is no automatic right to time off to observe religious holidays, the Trust is committed to supporting any employee who wishes to take time off for this reason whilst having due regard to the operational needs of the school.

#### **Booking leave**

If an employee wishes to take time off during a religious festival or for religious observance they must request this as follows:

All leave must be approved in advance by the respective Headteacher. An employee should provide as much notice as possible and no later than 2 weeks prior to the date requested. However, the Trust acknowledges that it may not be possible to book leave in advance for some religious holidays and therefore it will be more receptive to holiday requests at short notice in these cases.



While every effort will be made to accommodate time off, there may be circumstances whereby headteachers may turn down requests for time off due to operational needs or where there is insufficient capacity within their school to accommodate high levels of leave.

If there are a large number of requests for leave at the same time, leave will be granted on a first-come, first-served basis. Staff who are employed on a whole year basis may request this as annual leave or as unpaid leave. Staff who are employed as term time only may request this as unpaid leave or request to make the time up – requests to make the time up will only be approved where such additional time is needed.

All employees, whatever their religion or belief, will be treated equally in this respect.

## **TIME OFF FOR PUBLIC DUTIES**

This covers time off for:

- Public duties
- Courts – justice of the peace (JP), jury service, witness
- Reserve forces and peace-time emergencies
- Elections
- Representative sport

The Trust allows employees to take time off for the public duties detailed within this policy document in accordance with the guidelines given.

Where an allowance is claimable for loss of earnings, employees should claim and the value will then be deducted from their salary by the Trust. All absences will be subject to service needs and must be agreed in advance by the employee's Headteacher.

### **Amount of time off for public duties**

Justice of the peace (JP) or member of a local authority:

- up to 18 days or 36 half days paid leave – which may be calculated on an hourly basis, subject to the total number of hours taken not exceeding the hourly equivalent of 18 days;

**and**

- up to 35 days or 70 half days without pay, which must be taken as full or half days, i.e. may not be calculated on an hourly basis.

For other public duties listed in the Employment Rights Act 1996 which do not include duties as a JP or member of a local authority:

- 9 full days or 18 half days with pay which may be calculated on an hourly basis, subject to the total number of hours taken not exceeding the hourly equivalent of 9 days;

**and**

- 9 full days or 18 half days without pay, which must be taken as full or half days i.e. may not be calculated on an hourly basis.

Those employees who are eligible to claim under both of the above schemes may only claim up to 208 hours in total.

For other public activities listed below, recognised by the Trust but not specified in the legislation, up to 35 full days or 70 half days with pay may be given, business need will be considered in respect of the request for time off. Agreed leave should be taken on a full day or half day basis, i.e. may not be calculated on an hourly basis:

- member of a committee or panel or similar body appointed by a Minister or local authority association
- co-opted member of a committee or sub-committee of a local authority (as defined in the Local Government Act 1972)
- a Lady Mayoress or Escort of the Chair of a district council
- examiner for a university, college or other examining board or body \*
- occasional lecturer on subjects appertaining to the local government service \*

\* Examiners and lecturers are allowed to keep any fees received from the appropriate bodies in respect of these duties.

### **Public duties – Schools**

The Trust's scheme for time off for public duties is a collective agreement and applies to all employees in schools. Approval of time off, arrangements for cover and monitoring are matters for the Governing Body. Cover for any time off granted will be paid from the school's allocated budget. Governors should inform the Headteacher whenever a school employee is granted time off without pay under this policy.

### **How to apply**

An employee should complete the Time off for Public Duties application form (Appendix 4); this should be submitted annually to the Headteacher.

### **JURY SERVICE**

Where an employee receives a summons to serve on a jury, they should report that fact immediately to the Headteacher. Leave of absence will be granted unless an exemption is secured. Although not obliged under law, paid leave of absence will be granted to employees undertaking jury and other public service.

When summoned for jury service, an employee will receive a form called "*Certificate of Loss of Earnings or Benefit*" from HMCS. The employee and the Headteacher/Bursar should complete the relevant parts of the form, and then send it to Stoke Payroll along with the Notification of Jury Service.

The employee must use this to claim their loss of earnings from the Court and hand it to Court officials on the first day of attendance for Jury Service.

On completion of jury service, the employee will receive a payment from HMCS for the total amount of earnings allowed by law. It should be noted that the 'loss' of earnings paid by HMCS will not usually amount to the employee's normal earnings. The employee will also receive a certificate of attendance and an 'Advice Slip' explaining how the payment has been calculated.

The employee should send the 'Advice Slip' to Stoke Payroll who will then make arrangements for the 'loss of earnings payment' to be reclaimed by the employer. The employee will keep any travelling and subsistence expenses they have claimed from the court.

## **WITNESSES**

Employees called to be witnesses, defendants, or plaintiffs on behalf of the Trust will be granted paid leave to attend court.

However, time off with pay will not be granted in respect of cases personal to the employee, but Headteachers should facilitate availability to attend court. This should be on an unpaid basis.

## **Returning to the workplace**

If an employee attends court for jury service or as a witness but they are not required for a particular day, they should return to the workplace on that day. If they do not return to work, this will be considered as unauthorised absence and the employee will not be paid for this time.

## **RESERVE FORCES**

### **Mobilisation**

Members of reserved forces will be released to meet government requirements and on return will be entitled to return to the job in which they were employed, unless that is not practicable, in which case they have the right to return to a job that is both suitable and appropriate. Requests for time off to volunteer where there is no compulsory mobilisation will be considered on a case by case basis. Specific advice should be sought from the Chief Executive Officer (CEO) on an individual basis.

### **Training**

Volunteer Reservists may be required to undertake training for up to 16 days per annum. This is usually undertaken on Saturdays and Sundays. The onus is on the employee to arrange for training to be undertaken in off-duty time. Where this is not possible, paid leave may be granted for mutually acceptable dates for this absence.

### **Annual camp**

Employees in the Army Reserve who are required to attend annual camp are allowed the two weeks as additional leave with pay.

### **Peace – Time Emergencies**

Employees who are called upon to assist at a peace–time emergency under emergency planning schemes (e.g. scientific advisers, members of Red Cross or St. John Ambulance) will be granted leave of absence with pay for such duty.

## **POLITICAL ELECTIONS**

### **Elections / National Political Referendum - assisting at the poll/count**

Employees may be granted paid leave to assist in the poll or the count at elections or for a national political referendum. All absences of this nature are subject to service needs and must be agreed in advance with the employee's Headteacher. For anyone currently in a post classed as Politically Restricted, reference should be made to the guidance regarding Politically Restricted Posts in the Local Government and Housing Act 1989 as amended from time to time.

### **Candidates – local elections**

One day's leave of absence without pay (the polling day) will be granted to an employee who contests a local election

### **Candidates – Parliamentary and European elections**

Employees who stand as candidates at a General Election or a European Election will be granted leave of absence without pay for the period from nomination day to polling day inclusive.

### **Parliamentary Agents**

Leave of absence without pay from nomination day to polling day inclusive will be granted to employees acting as Parliamentary Agents.

### **Party Political Conferences**

Leave of absence is **not** granted to employees to enable them to attend party political conferences.

## **REPRESENTATIVE SPORT**

SLT members / School Governing Bodies have discretion to grant leave with or without pay to employees who are selected to represent their county or country in representative sport. If it is a “professional” sport, leave will be without pay.

### **Roles and responsibilities** Employees

are responsible for:

- Ensuring that public duties undertaken do not conflict with the work of, nor draw into question, their loyalty to the Creative Learning Partnership Trust; and
- Submitting applications for time off in the prescribed manner, and for claiming loss of earnings allowances wherever possible.

Headteachers are responsible for:

- Considering applications for time off for public duties in accordance with service and legal requirements and within the policies set by the employer; and
- Completing the relevant payroll form, and submitting this to Stoke Payroll for processing.

## **RETENTION OF EMPLOYEES**

The Creative Learning Partnership Trust uses a number of options to retain staff within the organisation. This list although not exhaustive may include work breaks and flexible working patterns.

The Creative Learning Partnership Trust promotes a positive working environment actively striving to retain staff. To further support this, all staff are able to take a day's leave during term time within the academic year. Staff will be paid their number of normal working hours for this day however, if they are part time, then this entitlement will be on a pro rata basis. Staff can take the hours in full on a particular day, or over a number of days, as long as there is enough staff to cover the absence and it does not impact on how the school operates. Please note that no time can be taken on the first or last day of any term (including half terms) and once this time has been exhausted, any further time off that is agreed will be unpaid. Staff can use this time however they see fit but, it does provide the option of paid leave for any event that is at present unpaid, as part of this compassionate leave and time off policy. Attendance at a wedding or moving house would fall into this category of leave.

*To request this leave please complete an Absence Cover Request form – Appendix 5.*

**THE CREATIVE LEARNING PARTNERSHIP TRUST  
APPLICATION FOR WORKBREAK**

Name \_\_\_\_\_

School \_\_\_\_\_

Phone Number \_\_\_\_\_

Current Post \_\_\_\_\_ Payroll Number \_\_\_\_\_

Length of Service \_\_\_\_\_

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**Please outline (below) your reasons for wanting to take a Workbreak and for how long you would like the break to last (a workbreak request for a period of 2 years will only be considered in exceptional circumstances)**

**Reason:**

**Dates of proposed break:**

From \_\_\_\_\_ To \_\_\_\_\_

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**I wish to apply for a Workbreak as outlined above:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE CREATIVE LEARNING PARTNERSHIP TRUST**  
**PAYMENT REQUEST FOR CASUAL EMPLOYMENT DURING WORKBREAK**

*This form is to be used if you have attended work during your workbreak period i.e. to maintain your skills or to attend relevant training/meetings.*

The Headteacher is to complete the attached form on behalf of the employee and return to the school bursar, for entry onto MyView.

You are only required to submit one form as payments made for attendance during the workbreak will be paid at the end of the workbreak period.

Employee's Name:

\_\_\_\_\_

Job Title: \_\_\_\_\_ Pay Ref \_\_\_\_\_

School: \_\_\_\_\_

Headteacher's Name:

\_\_\_\_\_

Please enter dates of work attended during the workbreak. Please ensure that no more than 10 occasions have been worked.

Date:	No. of hours:	Date:	No. of hours:
Date:	No. of hours:	Date:	No. of hours:
Date:	No. of hours:	Date:	No. of hours:
Date:	No. of hours:	Date:	No. of hours:
Date:	No. of hours:	Date:	No. of hours:
		<b>Total No. of hours to be paid:</b>	

***(NB. Payment is made for the number of hours worked only)***

Signed: \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Please submit to School Bursar once completed.

**THE CREATIVE LEARNING PARTNERSHIP TRUST  
WORKBREAK AGREEMENT**

Name \_\_\_\_\_

School \_\_\_\_\_

Phone Number \_\_\_\_\_

Current Post \_\_\_\_\_ Payroll Number \_\_\_\_\_

Length of Service \_\_\_\_\_

**Agreed Dates Of Workbreak:**

In accordance with the terms of the Workbreak Policy I agree that I will be absent from work on unpaid leave for the period:

**From** \_\_\_\_\_ **To** \_\_\_\_\_

During this period I will make best endeavours to maintain my skills and knowledge in order to facilitate an effective return to work at the end of this period.

I agree/Do not agree\* to return to work for a period of 10 days\*\* paid employment during the period of my workbreak. \* **delete as appropriate**

*\*\* can be individual days or taken together*

I agree to return to work on the agreed end date above and to contact the Headteacher at least one month prior to this date to confirm arrangements for my return to work. **If I fail to provide one month's notice to the Trust of my intention to return to my role and have not made contact, the Trust will automatically terminate my contract at the end of the work break.**

Should I decide not to return to work at the end of the agreed workbreak I agree to tender my resignation at least one month before the end date given above

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorised by Headteacher behalf of The Creative Learning Partnership Trust:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorised by CEO of The Creative Learning Partnership Trust:**

Name: \_\_\_\_\_



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 4**

**Application for Time-off for Public Duties**

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

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

School: \_\_\_\_\_

Request for time off for : (Please state reason and/or organisation of which you are a member)	
1.	2.
3.	4.
Amount of time off being requested: (Please indicate for each organisation if more than one involved and give some indication of likely frequency)	
1.	2.
3.	4.
Any additional information in support of your application:	
Signed:	Date:
Application Received:	
Headteacher's Comments:	
Headteacher's Decision:	
Signed / Print Name:	Date:



## Creative Learning Partnership Trust Absence Cover Request

Please note that absence cover request sheets should be completed at least 7 days before cover is required. **PLEASE COMPLETE ALL SECTIONS.**

Name	
Do you work full time or part time hours?	
Date Cover Required	
Reason	
Is the absence part of the flexible hours offer?	Yes / No
Is the absence for emergency dental, medical or planned hospital appointment for yourself?	Yes / No

Staff to indicate length of time to be out of school: from \_\_\_\_\_ to \_\_\_\_\_

Total hours \_\_\_\_\_

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

.....  
**HEADTEACHER TO COMPLETE THIS SECTION**

Received .....

**THIS SECTION WILL BE ISSUED TO STAFF AS CONFIRMATION THAT COVER HAS BEEN ARRANGED.**

Headteacher/Senior Leadership Team member's approval .....

Cover arranged for – Name: ..... Date: .....

Reason .....