



Staploe Education Trust

# Policy on Taking Holiday Leave

Version:	1.1
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Approved by:	Infrastructure Committee
Date:	Autumn 2021
Review date:	Autumn 2024

## **Statement of Intent and Preamble**

As a Trust we believe that it is important that colleagues take appropriate holiday leave. The Trust seeks to discharge its duty of care, not just as a legal obligation but because it values its staff highly and desires to support their well-being as a strategic priority.

This policy applies to teachers who are on a leadership contract and non-teaching staff who have a 52 week contract i.e. all those who do not take automatically have the school holidays as holiday leave.

## **Teachers on a Leadership Contract**

For teachers on a leadership contract, holiday cannot be taken in term time except by an exceptional leave of absence request. We expect those colleagues to be on leave for 36 days in each year (28 days plus bank holidays).

For the remaining days of school holidays, we do not expect teachers on a leadership contract to be in school or working normal hours because much of their role is heavily weighed to working in term time, but we do expect them to be on call when not on leave i.e. to be available should there be a need. Many school leaders have typically been on call throughout the school holidays and this instruction is designed to preserve proper holiday leave rather than to require additional work through the school holidays.

Holiday leave should be agreed with the Headteacher/Executive Headteacher as appropriate and logged. The Executive Headteacher will agree their holiday leave with the Chair of the Trust.

## **Leaders and Managers on a Non-teaching 52 week Contract**

Among non-teaching staff there is some variation of role. Some roles function fully as 52 week roles, others have a workload which is impacted by term-time demands and results, by mutual consent, in the accrual of TOIL. For some colleagues, the Trust has preferred that leave be taken in term time or specifically in the school holidays, although there has always been some flexibility for individual requests.

Annual leave can be taken by agreement during term time or the school holidays depending on the operational needs of the Trust. For some roles there is likely to be a strong bias toward one or the other which will have been made clear upon appointment and further by agreement once in post.

We typically expect leaders and senior managers not to accrue hours for TOIL but to manage their teams and workload within reasonable hours. In exceptional circumstances, we accept that particularly busy periods might result in days being treated as on call rather than fully worked, by agreement with line managers.

Junior Managers and other non-teaching staff on 52 week contracts can accrue hours for TOIL by agreement with their managers and where this meets the operational needs of the Trust. We expect colleagues to take their entitlement for annual leave properly in accordance with guidance below.

## **Guidance for Taking Annual Leave**

All colleagues on annual leave should:

- Ensure that their colleagues and teams know that they are on an annual leave and not to be contacted
- Ensure that another point of contact (one or more) is nominated and ready to deal with any query which arises during their holiday leave.

- Ensure that all colleagues know who that alternative point of contact is.
- Have an out of office notice on their email and switch off other work communication devices

Annual leave should be agreed with the line manager and recorded on the appropriate system.

### **COVID-19 Appendix**

During the partial school closures in place during the pandemic, the trustees are happy for senior colleagues to take some leave during term time where those colleagues have had to work at weekends or substantially through the school holidays.

### **Policy Review**

Policies will be reviewed every 3 years. This review may be brought forward as required by the Trust to reflect changes in supporting advice/guidance.