

St James' C of E Primary School
Staff Absence (Dependants Leave) Policy
Written by: Pay Panel
Written: September 2009
Reviewed: September 2015

It is recognised that on occasion, staff will need to take some time to deal with unanticipated or emergency situations relating to their dependants. Leave will be granted as follows:

- a. In any School year, such absences should be limited to a maximum of two paid days; any additional days would have to be taken without pay.
- b. At the Headteacher's discretion, paid leave for dependants may be extended to a maximum of ten days where abnormal circumstances require.
- c. This policy applies equally to teaching and non-teaching staff, including the Headteacher. Should the Headteacher desire such leave beyond the two day limit, this would be at the discretion of the Chair of Governors.