



**For all schools within the Bisco Catholic Education Trust**

**This Policy has been approved and adopted by  
the Bisco Catholic Education Trust.**

**July 2024**

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<b>1</b>	<b>Bosco Catholic Education Trust Mission Statement</b>	<b>1</b>
<b>2</b>	<b>Introduction</b>	<b>1</b>

**1.1 The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Bournemouth, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and**

**situations Where it is not possible to request leave in advance employees should contact the Headteacher as soon as possible to tell them the reason for the absence and the number of days leave that they anticipate being absent. The Headteacher will then discuss the situation with you and agree next steps**

**4.2 Employees should ensure that other than in emergency situations they make their request for**



**74 If you know well in advance that a problem might arise or you wish to take time off to care for**

**84 Plans or arrangements for the time off should not be made by the employee until they have received a decision in relation to their request and their request is granted, if appropriate**

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**earnings for up to 10 working days. Payment for time off beyond 10 working days may be paid at our discretion.**

**11.5 Attendance as a witness may be on the basis of paid or unpaid leave of absence, as explained below. However, school must keep payroll informed. If there are any queries relating to a witness's expenses etc, advice is available via your School Business Manager.**



**11.95 Prison visitor**

**11.96 Lay visitor to police stations**

**11.97 School/Academy/Trust governor**

**11.10 If you are unsure whether a public service that you perform is covered by this policy, you should speak to your Headteacher:**

**11.11 As soon as you are aware that you will require time off for performance of a public service you should notify your Headteacher in writing providing full details of the time off that is being**



**15 7** Employees who are representatives of an independent trade union recognised by the Trust for collective bargaining are permitted reasonable paid time off to

**15 71** carry out their duties in connection with

- (a) negotiations in relation to collective bargaining
- (b) the performance of other permitted functions related to collective bargaining
- (c) information and consultation over collective redundancies or TUPE transfers and
- (d) agreeing new terms for the workforce following a TUPE transfer in an insolvency situation

**15 72** undergo training in aspects of industrial relations relevant to those duties which has been approved by the Trade Union Congress or by the trade union

**15 73** accompany a fellow worker to a disciplinary or grievance hearing

**15 8** An employee who is a member of an independent trade union recognised by the Trust in relation to their position is permitted reasonable unpaid time off to take part in a trade union activity or to consult a trade union representative



