



Special Leave - Model policy checklist

This checklist should be used alongside the NEU's model policy on special leave to help you negotiate a policy acceptable to the union. You may not be able to secure everything on this checklist – if that is the case, you may wish to consult members on whether the proposed policy is sufficiently positive to be acceptable.

Introduction

Is there a statement from the employer (academy chain or governing body) which states that they recognise the importance of consistency, fairness and equality?

Does the policy set out clear and specific entitlements to leave, and confirm that these will be granted where cases are agreed to fit the criteria?

Are staff leave entitlements in line with, or broadly in line with, those in the NEU model policy on special leave?

Is there a commitment to transparency and open dialogue?

Is it clear that the policy will apply to all staff in the school/academy trust?

Roles, responsibilities and procedure

Is the employee's responsibility clear?

Is the process for making an application/request clear?

Is the timescale for making an application clearly defined?

Is the role of the manager clear?

Does it state that requests will be considered sympathetically and compassionately?

Does it state that requests will not be unreasonably refused and that leave will be granted where cases fit the criteria?

Is it clear when an employee will be told the outcome of their application?

Is there an option for the employee to discuss issues with human resources (HR)?

Is the role of HR clear in the policy?

Is there a commitment to maintaining confidentiality?

Does it state that HR is responsible for implementing the policy?

Is it clear where staff should go for further information?

The model policy sets out a full range of situations for which leave may be required and which should be covered in any policy, together with recommendations on levels of paid and unpaid leave.

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