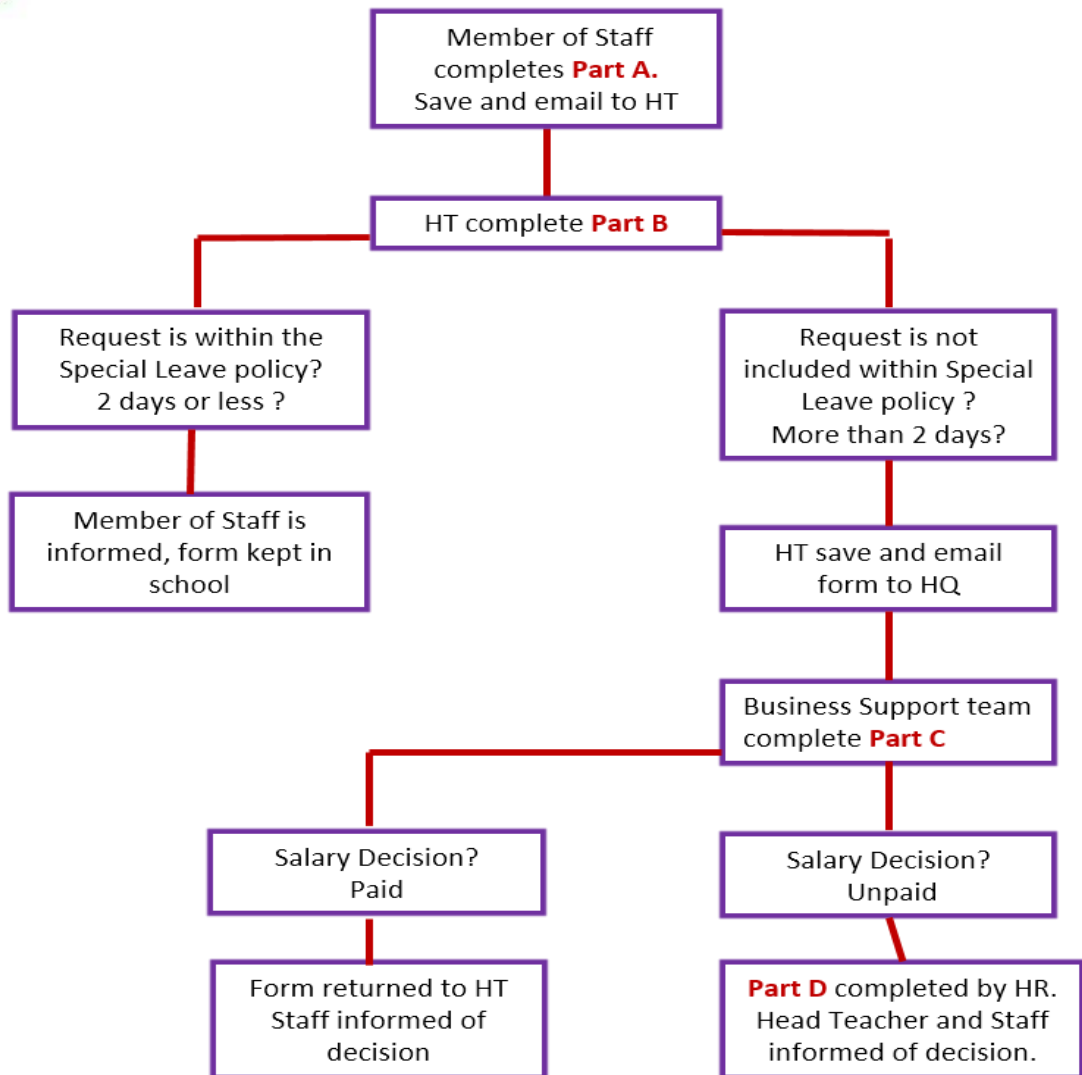




Moray Council Educational Services

Application Special Leave HT Guidance



Please refer to these two documents for guidance. These policies state the maximum number of days permitted for each category of the request. Requests for additional days, if granted, may be unpaid.

[Leave of Absence for Teachers and Associated Professionals Policy \(PDF\)](#) (for Teaching Staff)

[Special Leave \(PDF\)](#) (for Non-Teaching Staff)

Please consider:

- Application forms for Special Leave should be accessible to all Staff, this may be the Staff Workgroup (T-Drive), Shared Google Drive, One Drive
- Before completing the form, staff should firstly inform HT/SLT of their request for leave
- In some circumstances, the form may have to be completed retrospectively.
- Both Teaching and Non-teaching Staff complete the same form
- Staff should complete the form, save it among their personal files and email to HT.
- Staff should include as much information as they can to help inform the HT's and the Business Support Team Manager decision.

- HT considers the request, whether it is within the categories of the Special Leave and Leave of Absence policies
- If the request is within the categories of the policy and is for less than 2 days, the form does not have to be sent to the HQ. Up to 2 days, paid leave, can be authorised at the Head Teachers discretion. If this is the case, the HT informs the member of staff and saves the form securely in school.
- If the request is not within the policy or is for more than 2 days, HTs forward the policy to education@moray.gov.uk
- When emailing Special Leave forms to education@moray.gov.uk please put “Special Leave” and the name of your school in the Subject Box. This will help speed up the process.
- Where staff request leave for the same reason eg Child Care, on more than one occasion, it is up to the school to record the number of days of absence. From Day 6 of family leave, requests should be forwarded to education@moray.gov.uk , highlighting the number of days of accumulated leave eg 8th requested day of family illness.
- Cumulative leave (eg. for child care, carers leave) is calculated within the following dates
Teaching Staff = within a school year (August to July)
Non-Teaching Staff = within a calendar year (January to December)
- All special leave is paid for from the school budget. No extra monies are given for cover.
- Holidays within term time are not authorised. Holidays planned before taking up a new post, can be honoured without pay as long as the holiday was declared at the interview.
- Preventative medical examination is within the categories of special leave eg. Breast screening tests, medical examinations. Ongoing treatments following screening should be considered as sick leave as these are deemed as medical treatments rather than preventive examinations.
- Routine dental and eye check-ups should be arranged in the member of staff’s own time. Emergency appointments can be considered as special leave.
- Any covid related leave may be referred to by different departments as *special covid leave* but this is for the purposes of updating the employee portal of the absence only. There is no requirement for a Special Leave form to be submitted.
- There are separate policies for Fertility Treatment, Maternity Leave, Paternity Leave/Maternity Support, Adoption Leave and these can be found on the [Interchange. Human Resources, Policies Procedures and Guidance](#) .

More information is contained within the policy documents (see above). For further advice or clarification when considering whether to recommend Special Leave or not, please contact your HR Advisor or Business Support Team Manager.