

All Saints Schools Trust



Time Off for Public Duties Policy 2026 - 2030

	Date
Agreed by Trust Board:	January 2026
Review date:	Spring 2030

Time Off for Public Duties Policy

Rationale:

The Trust is required to grant time off to employees undertaking certain public duties as set out in Part VI of the Employment Rights Act 1996. The conditions of service for teachers supplement these provisions and encourage the consideration of reasonable time off with pay for certain duties. The time off requested must be of a reasonable amount with regard to the duties and at a time when the school is able to cover the absence without detriment to its efficient operation.

Scope:

a) Time off for Statutorily Defined Purposes:

Employees who fall within the provisions of Part VI of the Employment Rights Act 1996 are entitled to request reasonable time off for attendance at the activities which are specified as well as jury service.

Other than in exceptional circumstances, time off will be on an unpaid basis.

b) Discretionary time off for Public Duties

The Head Teacher, in conjunction with the relevant Local Governing Body or CEO, in conjunction with the Trust Board, may, at their discretion, consider applications for time off for public duties which do not ordinarily qualify under this policy or under statutory provisions.

Operation of Provisions for Time Off:

Employees who know they will require time off for public duties in the next financial year must submit an estimate of the time off they are likely to require to the Head Teacher or in the case of Trust employees to the CEO as soon as possible and in any case not later than the last working day of June each year. This should include dates of meetings wherever known. Where such dates are not known, at least two weeks' notice of any proposed absence must be given to the Head Teacher/CEO.

Where an employee takes up such duties during the course of the financial year, he/she should inform the Head Teacher/CEO as soon as this is known so that arrangements may be made. Employees relinquishing such duties must immediately inform the Head Teacher/CEO.

The Head Teacher/CEO must maintain a record for the purposes of control and audit, of all time taken, the date, stated purpose and duration of absence and location where the duties are carried out, whether paid or unpaid.

Period of Review:

This policy shall be reviewed every four years.

Document History

Version	Date	Comments
Issue 1	April 2019	Based on SCC Model Policy
Issue 2	March 2024	Reissued and approved
Issue 3	January 2026	Reissued and approved