



ΙΕΡΑ ΑΡΧΙΕΠΙΣΚΟΠΗ ΘΥΑΤΕΙΡΩΝ ΚΑΙ ΜΕΓ. ΒΡΕΤΑΝΙΑΣ
ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΣ ΑΓΙΟΥ ΑΘΑΝΑΣΙΟΥ ΚΑΙΜΠΡΙΤΖ
Greek Orthodox Community of St. Athanasios, Cambridge
154 Cherry Hinton Road, Cambridge CB1 7AJ

Ελληνικό Σχολείο Αγίου Αθανασίου
Greek School of St. Athanasios

<http://www.cambridgegreeksschool.org.uk/>



Leave of absence policy

Scope: This policy aims to define roles, responsibilities and processes regarding application and approval for leave of absence for the teachers working at the Greek School of St Athanasios in Cambridge.

Aim: To ensure the efficient and uninterrupted running of the school as well as to respect and meet teachers' rights and needs.

Introduction: During term time, teachers are expected to work at the school according to their contractual obligations without interruptions or absences. Leave of absence is not normally approved unless in exceptional circumstances.

The school teachers are appointed by

1. The Greek or Cypriot Education Authorities
2. Directly by the School Governing Committee

Leave of absence for the two types of appointment above is handled in Part 1 and Part 2 respectively. Part 3 of the policy covers sick leave.

Part 1. Leave of absence for teachers appointed by the Greek or Cypriot Education Authorities.

Leave of absence for teachers directly appointed by the Education Authorities must follow the regulations of the Greek or Cypriot Education Office respectively.

The school expects the teachers to apply for leave to their Education Office in accordance to the regulations (see relevant Egiklios).

The teacher must also notify the absence in writing to the Chair of the School Governing Committee and the Committee itself, using the relevant form for Notification of Absence (see form NOTIFICATION OF LEAVE DURING TERM TIME).

The teacher must give at a minimum of three weeks' notice. If circumstances do not allow this, the teacher must give notice as soon as the need arises.

The teacher must also suggest cover arrangements to the Committee.

It is the responsibility of the Chair person of the School Governing Committee to keep the records of the Notification of Absence forms and to be able to provide those to the Governing Committee as well as to the Greek Education Office if requested.

Part 2. Leave of absence for teachers appointed by the School

Teachers appointed by the School Governing Committee must apply for leave to the Head Teacher and Chair of the School Governing Committee.

The application must be submitted in writing using the Application for Leave Form (see form APPLICATION FOR LEAVE DURING TERM TIME).

Leave during term time can only be approved in exceptional circumstances, examples of which are:

- Hospital, GP, clinical or dental appointments if absolutely necessary and if different arrangements cannot be made
- Compassionate leave for bereavement and illness of close relatives where there is a caring responsibility
- Moving house
- Accompanying children and close relatives to hospital or GP appointments (if different arrangements cannot be made)
- Domestic emergencies such as a gas leak or flood
- Attendance at children's milestone celebrations, for example graduations

This list is indicative. Other reasons for approval for leave can be considered as exceptional according to the teacher's circumstances.

Application for leave must be requested three weeks in advance of the intended period of leave (unless there is an emergency).

Teachers must provide recommendation for cover or alternative days for teaching.

If teachers have applied for leave more than twice during a school year, the School Governing Committee must be notified and must contribute to the decision for permission for leave.

It is the responsibility of the Chair person of the School Governing Committee to keep safe the records of leave applications and approvals and provide these to the Committee if requested.

In the case of teachers appointed by the School Governing Committee but supported by funds provided by the Cypriot Education Office, the Chair of the School must ensure the school complies with the relevant rules and regulations and provide information regarding absences to the Cypriot Education Office as required (see form ΔΕΛΤΙΟ ΕΝΗΜΕΡΩΣΗΣ ΚΕΑ).

Part 3. Sick Leave

In case of absence related to sickness, the teachers must provide a Doctor's note if they cannot attend the school for three days during the same week or for any number of days during two consecutive weeks.

In the absence of a dedicated Occupational Health person (due to the small size of the school), it is the Chair's responsibility to keep safe records of sick notes and dispose of them safely at the end of the school year.

In the event of long term sickness, it is advisable for the teacher to discuss the issue in strict confidence with the Head Teacher and the Chair of the School Governing Committee in order to ensure the teacher's health requirements are met and the smooth running of the school is safeguarded.



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NOTIFICATION OF LEAVE DURING TERM TIME

Teacher's Name

I wish to take leave from to

My last working day will be I will return to work on

Number of days taken

While away I propose the following cover
.....

Or suggested alternative.....

I understand it is my responsibility to apply for approval for leave from the Greek/Cypriot Education Office and comply with the regulations of the Education Authorities.

I understand the School is going to provide this form to the Education Office if requested.

Signed Date/...../.....

Chair of the School Governing Committee

I am aware of teacher's intention of absence and I will notify the Committee accordingly.....Date.../...../.....



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APPLICATION FOR LEAVE DURING TERM TIME

Teacher's Name

I wish to take leave from to

My last working day will be I will return to work on

Number of days taken

While away I propose the cover

Or suggested alternative.....

Signed

Date/...../.....

Head Teacher's agreement

Date...../...../.....

Chair of the School Governing Committee

Agreement.....Date.../...../

Please note that leave during term time is only given for very limited period and in exceptional circumstances upon request to the School Governing Committee.

ΚΥΠΡΙΑΚΗ ΥΠΑΤΗ ΑΡΜΟΣΤΕΙΑ
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ΔΕΛΤΙΟ ΕΝΗΜΕΡΩΣΗΣ ΚΕΑ
ΓΙΑ ΑΠΟΥΣΙΑ ΕΚΠΑΙΔΕΥΤΙΚΩΝ
ΑΠΟ ΤΑ ΔΙΔΑΚΤΙΚΑ ΤΟΥΣ ΚΑΘΗΚΟΝΤΑ

Σχολείο:

Όνομα εκπαιδευτικού	Ημερομηνία απουσίας

Ο/Η διευθυντής/ντρια

Ο/Η Πρόεδρος

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