

Public Services Commission
Education Support Staff Special Leave
Local Agreement

The Joint Negotiating Committee is agreed that, following harmonising of the terms and conditions of Education Support Staff with those of the PSC (civil service) terms and conditions which is from 1 April 2023, the following special leave provisions will apply:-

1. Existing education support special leave provisions
 - Staff on education support staff terms and conditions who are in post on 31 March 2023
 - Classroom based education support staff, including technicians, in post from 1 April 2023
2. PSC special leave provisions
 - Employees recruited into administrative roles from 1 April 2023

Signed on behalf of the Secretary of the PSC

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Date..... 14/06/2023

Signed on behalf of Prospect

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Date..... 14/6/2023

Signed on behalf of Unite

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Date.. 14/06/23

Existing education support special leave provisions

For Staff on education support staff terms and conditions who are in post on 31 March 2023 and classroom based education support staff, including technicians, in post from 1 April 2023

SPECIAL LEAVE REQUESTS

Applications for leave of absence other than for personal sickness must be considered by the Headteacher/Principal of the University College Isle of Man Head of Service in the first instance who may authorise up to 5 days special leave in any twelve months. Special leave shall be unpaid other than either for the reasons listed in Appendix 2 or in exceptional circumstances when approval must be sought from the Chief Executive Officer, Department of Education, Sport and Culture, Director of Education or Director of Strategy and Corporate Services.

Applications for special leave for longer than 5 days must be submitted to the Chief Executive Officer, Department of Education, Sport and Culture, Director of Education or Director of Strategy and Corporate Services for consideration.

Under no circumstances shall special leave be granted to extend school holiday periods.

SPECIAL LEAVE

The following list, which is not exhaustive, contains examples of circumstances in which leave of absence will normally be granted:

Headteachers, the Principal of the University College Isle of Man, and Heads of Services may approve special leave requests for **up to 5 days**. In exceptional circumstances, special leave requests **beyond 5 days** may be approved by the Chief Executive Officer, Department of Education, Sport and Culture, Director of Education or Director of Strategy and Corporate Services.

PAID LEAVE OF ABSENCE

Absence with pay is normally granted for the following reasons:

- Birth of a child
- School governor
- Hospital appointment
- Emergency dental appointment
- Court attendance
- Jury service
- Magistrate/Justice of the Peace
- Interview
- House removal
- Serious illness of a parent/partner/son/daughter
- Bereavement of a parent/partner/son/daughter
- Wedding of a close relative
- Own or child's degree ceremony
- Antenatal visit
- Pre- adoption visit
- Undertaking an examination in connection with a course of study
- Participating in the work of recognised examination boards
- Other extenuating circumstances

UNPAID LEAVE OF ABSENCE

Special leave to care for ill children should be unpaid, unless the child is seriously ill, i.e. has been hospitalised on or off Island, or is suffering from a life threatening illness.

Under no circumstances shall special leave be granted in order to extend holidays beyond school holiday periods, or to allow employees to take long weekend breaks.

