

**THE SIR BERNARD LOVELL SCHOOL**

**HOLIDAY POLICY FOR SUPPORT STAFF**

Contractual requirements state that holidays for all year round staff can be taken at any time with agreement with line manager/head teacher.

**Administration staff - all year round**

Administration staff can request holiday within term time with the following parameters:

1. Not more than one member of staff in the same area off at the same time.
2. Normally only up to one weeks consecutive days within school time.
3. At least 50% of entitlement to be taken in school holiday time.
4. Time to be agreed with Line Manager, not to clash with any major work load.

**Administration staff - term time only**

Administration staff who work term time only can request holiday in term time with the following parameters:

1. Not more than one member of staff off at the same time.
2. Other administrative staff were available to cover reception area at busy times and dinner time.
3. Holiday can be taken as either -
  - a) Unpaid leave
  - b) Can be exchanged for time in the school holidays.
4. Normally only up to one weeks consecutive days within school time.
5. Time to be agreed with Line Manager in advance, not to clash with any major workload.

**Technicians - All year round**

In normal circumstances, technicians who work within curriculum and resource areas, will be expected to take their holiday entitlement within school holiday periods.

In exceptional circumstances, requests can be made to the Line Manager for time off in school term time.

Adopted: ..... Date: .....  
Head

Adopted: ..... Date: .....  
Chair of Governors