



Disability Leave Policy

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“Learning together; to be the best we can be”

1. Disability Leave

- 1.1. Disability leave may be granted as a 'reasonable adjustment' to employees who have a disability as defined by the Equality Act 2010.
- 1.2. Disabled employees may take time off for assessment, treatment and rehabilitation; this includes hospital check-up, medical appointments etc. Disability leave occasions are a reasonable adjustment where an appointment for treatment, assessment or rehabilitation cannot be made outside of normal working hours. An occasion can be anything from one hour up to a maximum of one normal working day for the employee.
- 1.3. Up to a maximum of 7 occasions can be taken per year, pro-rata for part-time employees.
- 1.4. Part-time employees should apply the following formula:

$$7 \text{ disability leave occasions} \times \frac{\text{Contracted hours per week}}{37 \text{ hours (standard working week)}}$$

NB: Round up to the nearest whole occasion.

For example:

$$7 \text{ disability leave occasions} \times \frac{28 \text{ contracted hours per week}}{37 \text{ hours (standard working week)}} = 5.2$$

This would be rounded up to 6 occasions.

- 1.5. Individual requests will be considered in consultation with Human Resources and must be supported by proof of appointment.
- 1.6. Applications for Disability leave should be dealt with in accordance with the Special Leave procedure.