



## 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.

## 2. Scope

- 2.1 This policy relates to all schools and settings across Nexus MAT and supersedes any local policies and procedures that have been in use prior to the academy conversion. Where required, an individual Nexus MAT academy – in agreement with the Trust Chief Executive Officer - may publish a supplementary policy guidance document or procedure in line with this policy, to ensure that any idiosyncrasies associated with that specific school are covered in their local policy library.