

Annual Leave Categories for the School Workforce Census

NB: These are just examples if in doubt please refer to the School's Policy

| Absence Category (DCSF Codes) | | Examples |
|-------------------------------|--|--|
| MAT | Maternity /Paternity leave | Also use for Adoption Leave |
| OTH | Other paid authorised absence, e.g. compassionate leave | Personal Leave (e.g. for urgent or unforeseen personal responsibilities with regards caring responsibilities, bereavement or other family emergencies involving a dependent), Blood Donation, Disruption Leave (i.e. severe weather, cancelled flights due to volcanic ash – some policies may stipulate a number of paid days (i.e. up to 5) and the rest would have to be shown as UNP (Unpaid, authorised absence)), medical screening, Redeployment (i.e. time off for 'at risk' staff to attend interview, training and other employment support), Religious Observance |
| PUB | Paid absence for public duties | Jury Service, JP Duties, Territorial Army Duties, Representatives of Trade Unions or other Association of Employees, Governor Meetings, Census Enumerators, Election Duties, Examiners for University or similar examining boards or bodies, Retained Fire-fighters, Member of Local Authority or Members of any Committee or Sub-Committee, Employees appointed or nominated by a Minister, Association of Local Authorities or a Local Authority to serve on a Committee, Tribunal, Panel, Board of Prison Visitors or other similar body, Parliamentary Candidates, Special Constables, |
| SEC | Secondment | |
| SIC | Sickness | |
| TRN* | Training | |
| UNA | Unauthorised absence | |
| UNP | Unpaid , authorised absence | Sick Child (depending on School Policy), Religious Observance unless taken as part of Annual Leave and depending on what is stated in the School Policy, Some Trade Union Duties, Disruption Leave (depending on School Policy) Career Break. |

* Not required for the School Workforce Census but KCC would encourage schools to record this. Training Absence should be recorded in SIMS via the Professional Panel.