

ABSENCE FROM TRAINING POLICY

Sickness

1st Six

1. If a pupil is unable to attend Chambers, court or complete any written work due to illness then they must notify their Pupil Supervisor as soon as possible.
2. If the period of leave due to sickness exceeds more than 72 consecutive hours then the pupil must notify the Head of Pupillage committee via email.

2nd Six

3. If a pupil is unable to attend Chambers, court or complete any written work due to illness then they must notify their Pupil Supervisor and the clerks as soon as possible.
4. If a pupil falls ill overnight and is expected at court the next day it is imperative that they contact Chambers 'out of office' number as soon as possible. This will usually be held by the Senior Clerk. Calling in sick during the second six can cause a range of problems and lead to ineffective hearings. It is often impossible to arrange cover at the last minute. It is therefore essential that the clerks are given as much notice as possible.

Extended Periods of Sickness

5. If a period of sickness extends beyond 5 consecutive working days then the pupil will be expected to provide documentation from their General Practitioner stating that they are unfit to attend work.
6. If a pupil takes more than 7 days in sickness in either the 1st or 2nd six then they are expected to provide a written explanation to their Pupil Supervisor and the Head of Pupillage committee.
7. An extended period of illness may lead to an extension of the Pupillage to ensure that the pupil is able to meet the competencies set out in the Professional Statement.
8. Any decision over whether an extension will be notified to the BSB will only be taken following a meeting between the pupil, the Pupil Supervisor and the Head of Pupillage committee, except where the period of absence through sickness has exceeded 28 days and then only after consultation between the Pupil Supervisor and the Head of Pupillage committee.

Bereavement

9. A pupil will be entitled to bereavement leave of no less than 3 working days following the death of a close friend or family member. Leave in excess of 3 working days has to be agreed in consultation between the Pupil, the Pupil Supervisor and the Head of Pupillage committee.
10. An extended period of bereavement may lead to an extension of the Pupillage to ensure that that the pupil is able to meet the competencies set out in the Professional Statement.

11. Any decision over whether an extension will be notified to the BSB will only be taken following a meeting between the pupil, the Pupil Supervisor and the Head of Pupillage committee, except where the period of absence through bereavement has exceeded 28 days and then only after consultation between the Pupil Supervisor and the Head of Pupillage committee.

Parental Leave

12. Parental leave means leave from practice taken by a carer of a child preceding or following birth or adoption. This could be a mother, father, or adoptive parent of either sex, and includes the married, civil, or de facto partner of a biological or adoptive parent.

13. Parental leave may be taken for up to 12 months.

14. The taking of parental leave may require

- a. an extension to pupillage to ensure that the pupil is able to meet the competencies set out in the Professional Statement, or
- b. an application by the pupil to the BSB for dispensation to take a substantial break from pupillage (if an extension of pupillage would not be appropriate in the circumstances).

15. If a request for parental leave is made the options will be considered in a meeting between the pupil, the Pupil Supervisor and the Head of Pupillage committee.