

Policy Info Pages

Compassionate Leave

Introduction

The primary purpose of compassionate leave is to help employees to come to terms with the death of a loved one.

This policy does not apply in cases of domestic emergency. Where an employee is entitled to take time off under the statutory right to time off for dependants, any time off granted as compassionate leave is in addition to the time off available under the statutory right. The organisation has a separate policy on time off for dependants.

Definitions

Immediate family member: In this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, child or any other person that is dependent upon the employee.

Dependant: In this policy, dependant is defined as the employee's spouse, civil partner, child or parent, and any person who lives at the same house as the employee (other than as a lodger, tenant or boarder) or who would reasonably rely on the employee for assistance or arrangements for care in the event of death.

Bereavement

In the event of the death of a member of the employee's immediate family, the employee should contact his/her line manager to request compassionate leave. The employee should inform the manager of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. The manager will take into account matters such as the employee's relationship with the deceased, domestic responsibilities and travel requirements, but will not normally grant more than five days' leave. Within this leave two days can be granted as paid leave to make arrangements.

In the case of death of another close relative (who is not the employee's dependant), for example an aunt, uncle, cousin or parent-in-law, or a close friend, employee's can request a day of unpaid leave to attend the funeral.

If the employee wishes to take further leave, he/she should request annual leave in the usual way.