

Reference:	Compassionate Leave Policy
Reviewed by	Theresa Lewin (HR Manager)
Responsible Director:	Andy Catterall (HR Director)
Review Date:	2024
Ratified by:	HRD
Date Ratified:	2024
Version:	V1.3
Status:	Current

Version history	
V1	New policy 2004
V1.2	internal review: Sept 2014 no action needed
V1.3	Internal review: March 2024 - no action needed
Next update due:	2027 3 years unless legislative update needed

COMPASSIONATE LEAVE GUIDELINES

Employees will be entitled to three days compassionate leave where a member of their immediate family dies, is seriously ill or in severe distress. Immediate family would include parents, children, spouse/partner.

In the case of the death of a close relative other than immediate family, employees will be entitled to one days paid leave on the day of the funeral. Close family would include mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren.

Members of staff will be entitled to attend the funeral of other family members without using their annual leave entitlement i.e. uncles, aunts, cousins, nieces or nephews. Employees will be expected to attend work either before or after attendance at the funeral, although other arrangements can be made at the manager's discretion.

If a member of staff wishes to attend the funeral of other relatives/friends they will have to take unpaid leave or use their annual leave entitlement.

[Please note that compassionate leave is not the same as time off for dependents for which statutory provision exists.]