



Compassionate Leave: managers' memo to HR-Payroll

Please complete when employee has paid time off as compassionate leave.
This information is required by HR in order to monitor the use of the policy.

MEMORANDUM

To: HR-PAYROLL Margaret Bird

From
Service manager:

Service:

Date:

The following employee/s has/have had a period of paid compassionate leave as follows:

Name	Period of paid leave	Summary of reason for granting compassionate leave

Signed by Service manager	
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Received by HR-Payroll (print name, sign & date):

HR record up dated