



COMPASSIONATE LEAVE POLICY 2009

Introduction

Compassionate leave of up to three days (per event) with pay may be granted to employees at the discretion of their line & Service manager.

The death or serious illness of a relative, partner or dependent affects every individual differently. The personal circumstances surrounding such an event must therefore be taken into account when considering if compassionate leave applies. The personal circumstances surrounding the death or serious illness of a friend should also be considered. All requests must be handled sympathetically.

Employees may be granted paid leave to attend a funeral, to attend to urgent family affairs after bereavement, or to provide care in the case of serious illness or incident.

HR can be contacted for further advice on individual circumstances.

Procedure

Employee's responsibility

A request for compassionate leave should be made in writing to the appropriate line manager as soon as the need for compassionate leave arises. However, this may be verbal in the first instance but should be followed up in writing and acknowledged and agreed in writing as soon as practicable. (E-mail correspondence would be acceptable)

Manager's responsibility

The Service manager must consider the request and decide if it can be granted as compassionate leave. If compassionate leave is granted, the line/Service manager must record it on the employee's leave card as 'Compassionate Leave (with the number of days given) - paid'.

The Service manager must inform HR-Payroll of all periods of compassionate leave, as they are granted, on the **memo 'HR-Payroll notification of compassionate leave'** [[link to memo](#)]

HR-Payroll responsibility

HR will monitor the application of the policy from the memos received and update the HR-Payroll system as appropriate.