

Compassionate Leave

Introduction

The Company recognises that employees face difficult personal situations, when they might need support. The aim of this policy is to set out the Company's approach to compassionate leave and to ensure that all employees are familiar with it.

Employees can take reasonable unpaid leave in the event of an emergency related to a dependent. Among other reasons, this time off can be taken so that the employee can take action, which is necessary as a consequence of the death of a dependent.

Bereavement Family Member

In the event of the death of a dependent, all employees will be entitled to take up to 3 working days' compassionate leave on full pay to attend the funeral or make funeral arrangements; any leave beyond this will be given at the discretion of a Director. There is a need to assess each case individually i.e. if the employee has to travel a long distance to attend/arrange the funeral then, depending on circumstances, further additional unpaid time off to allow for travelling may be granted.

Dependent includes partner, parent, sister, brother or child

Employees who need only to attend the funeral of a relative not described above or close friend will normally be granted reasonable time off without pay. In most instances this will be a period of up to one day. However, if the employee has to travel a long distance to attend the funeral of a close relative then depending on circumstances additional unpaid time off to allow for travelling may be granted.

Requesting Compassionate Leave

Employees are required (as soon as reasonably practicable) to contact their manager, they must explain what has happened, and to request compassionate leave, the Company will then confirm how much compassionate leave is to be given, and whether it is to be paid leave.

Making Unfounded Requests

Making inaccurate compassionate leave requests may lead to disciplinary action in accordance with the Company's Disciplinary Policy.



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