

# S A M P L E

## <Compassionate Leave> Policy

### Introduction

Compassionate leave is intended to cover the absence of an employee at the time of the serious injury, death or funeral of an immediate family member.

Where an employee is entitled to take any time off granted as compassionate leave, this is in addition to the statutory right to time off for dependants, and is not to be taken in addition to the time off available under this policy [See the Company's Statutory Off for Dependents].

### Definitions

For the purposes of this policy, immediate family means the employee's spouse, civil partner, partner, parent, child, sibling or grandchild.

Whatever the employee's length of service, if the employee has suffered the loss of a child (under the age of 18) on or after the date of bereavement leave. Employees with continuous employment by the week in which their child passes away will be entitled to bereavement pay at the rate set by the Government for that tax year. Apart from bereavement pay, there is no entitlement to remuneration for absences relating to bereavement leave. Payment of salary during compassionate leave is at the absolute discretion of the company.

If the employee is seeking compassionate leave for the death (i.e. someone who is not an immediate family member) he or she should discuss this request with <<state job title e.g. the manager>>.

### Procedure

In the event of the [serious illness or death] of an immediate family member, the employee should contact <<state job title e.g. the manager>> to request compassionate leave. The employee should inform <<state job title e.g. the Line Manager>> of the need to take compassionate leave as soon as reasonably practicable. The case will be viewed sympathetically and the amount of leave granted will be determined on the basis of the employee's circumstances. Up to a total of [insert number] days' [paid] OR [unpaid] leave will be granted.

[In the case of death of another close family member, for example an aunt, uncle, cousin or grandchild, the employee may request [paid/unpaid] leave to attend the funeral.]

### Additional Leave

If the employee wishes to take further leave, this should be requested in the usual way.