

COMPASSIONATE LEAVE POLICY

Title: Compassionate Leave Policy

Abstract: This policy details the arrangements, responsibilities and procedures for compassionate leave. The policy is mandatory.

Author: [Author Name]

Business Approval: [Approver Name]

Date Issued: [Date Issued]

AMENDMENT RECORD

Issue Number	Date Issued	Description and Author
001		Original Issue

Compassionate Leave Policy

Compassionate leave

Subject to your statutory right to time off to deal with a family emergency, if you suffer a bereavement or serious illness in your family or in a close relationship, compassionate leave must be approved by your line manager. All requests for compassionate leave will be considered on an individual basis.

There is no contractual or statutory entitlement to be paid for absences relating to compassionate leave. Any payment of salary during compassionate leave is made at the absolute discretion of the Company.

Subject to your statutory right to time off to deal with a family emergency, the Company expects you to use your paid annual leave entitlement for time off needed to care for sick relatives or friends.

Special unpaid leave

The Company may, in certain circumstances, consider requests for special unpaid leave, for example, for the purposes of education, family responsibilities or for important personal reasons. However, the company expects you to use your paid annual leave first. Otherwise, any further time off for special reasons will only be granted at the absolute discretion of the Company and you have no contractual or statutory right to be paid for this leave.

If you wish to apply for special leave, you should do so in writing to your line manager stating the period of leave requested and the reasons for it. Requests for special leave will be assessed on their individual merits and circumstances.

Special leave is operated entirely at the discretion of the Company and it may be withdrawn at any time.

General

Failure to return from leave and report for work on the due date of return without reasonable excuse is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure.