

<b>Policy title</b>	<b>Compassionate Leave Policy</b>
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## Context and /or Aims

It is unfortunately inevitable that members of staff will face bereavement or serious family crises whilst at work. The Learning Support Centre Ltd and Jotters Ltd recognises that such circumstances arise in the lives of staff members which necessitate a leave of absence from work in addition to normal entitlements. The Learning Support Centre Ltd and Jotters Ltd wish to be as supportive as possible to staff in these situations whilst acknowledging the operating requirements of the business.

## Policy Statement

With effect from 15 December 1999, employees have the statutory right to unpaid time off for dependents and also unpaid parental leave. For normal domestic emergencies not covered by these statutory rights staff will, within reason, be expected to use annual leave or flexi-time leave.

Requests for compassionate leave should be made to their Line Manager, applications for compassionate leave will be considered sympathetically and in confidence.

There is no specified 'entitlement' to compassionate leave as such and each case will be considered according to the relevant circumstances of the individual concerned. Factors to be taken into account when determining whether, and if so how much compassionate leave will be granted, will include the urgency of the application and the personal circumstances of the individual (e.g. whether responsibility for the care of the child(ren) and/or dependent relative(s) can be shared with a partner/relative/neighbor etc.). In the case of bereavement leave, factors such as the extent of the individual's involvement in making funeral or other arrangements and the need to travel beyond the local region will be taken into account.

This policy does not form part of staff members' contractual rights. The contents may be subject to revision from time to time.

## Requirements for Implementation

Compassionate leave applies to issues relating to family members, including those of a partner or spouse and children. They will include mother, father, sister and brother together with other blood relatives such as grandparents, aunts and uncles. However, this list does not preclude other close relationships.

Members of staff are entitled to up to 3 working days compassionate leave with a possible extra 2 working days to be granted at the discretion of the line manager where warranted by individual circumstances. The staff member's contracted hours of work is considered a normal working day. (Compassionate leave can also be topped up by annual leave or unpaid leave with the agreement of the line manager.)

Compassionate leave applies when a family member dies or is in a life threatening condition. Where a family member dies, the day of the funeral is included in the compassionate leave entitlement.

Staff members who need only to attend the funeral of a relative or close friend will normally be granted reasonable time off. In most instances this will be a period of up to one day, however Learning Support Centre Ltd and Jotters Ltd recognises there are some faiths where this will be longer. Also, if the staff member has to travel a long distance to attend the funeral of a close relative then depending on circumstances additional time off to allow for travelling may be granted by the Line Manager.

There is no qualifying period for eligibility for compassionate leave.

We will ensure that this policy is applied fairly and consistently to all our staff members. We will not directly or indirectly discriminate against any person or group of people because of their race, religion / faith, gender, disability, age, sexual orientation or any other grounds set out in our Equality policy.

## Related Documents

Equality policy