# **An example of a policy on taking COMPASSIONATE LEAVE**

## **Purpose and Scope**

The primary purpose of compassionate leave is to help employees to come to terms with the death of a loved one.

This policy does not apply to dependant leave where you would be entitled to take time off when unforeseen matters arise with the care for dependants. For full details please refer to the Emergency Leave Policy. Time off granted as compassionate leave is separate to the time off available under the statutory right.

## **Bereavement**

In the event of the death of a member of your immediate family, you should contact your manager to request compassionate leave. You should inform your manager of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the amount of leave granted will depend on the circumstances. Your manager will take into account matters such as your relationship with the deceased, domestic responsibilities and travel requirements, but will not normally grant more than five days' unpaid leave.

In the case of death of another close relative (who is not your dependant), for example an aunt, uncle, cousin or parent-in-law, or a close friend, you may request unpaid leave to attend the funeral.

## **Data protection**

If you make a request to your manager, they should will only need to record the personal information required to deal with your request for compassionate leave. The information will be stored in line with the data protection policy.

**Important notice**

This is an example of an employment policy designed for a small not-for-profit employer adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment as well as your culture and aspirations. Offering some paid compassionate leave is likely to assist your staff member through a difficult period and more likely to engender goodwill and better mental health at work. There is no one size fits all!