

## **Compassionate Leave Policy**

### **Introduction**

Compassionate leave is intended to help employees at the time of the serious injury, death or funeral of an immediate family member or close relative.

Where an employee is entitled to take time off under the statutory right to time off for dependants, any time off granted as compassionate leave is in addition to the time off available under this statutory right. See the Grafton Childcare's separate Emergency Leave Policy.

### **Definitions**

For the purposes of this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, child, sibling or grandparent.

There is no contractual entitlement to remuneration for absences relating to compassionate leave. Payment of salary during compassionate leave is at the absolute discretion of Grafton Childcare.

If the employee is seeking compassionate leave in respect of a close relative's serious illness or death (i.e. someone who is not an immediate family member) he or she should discuss this request with the Manager to see if compassionate leave applies.

### **Procedure**

In the event of the serious illness or death of a member of the employee's immediate family, the employee should contact the Manager to request compassionate leave. The employee should inform the Manager of the need to take compassionate leave as soon as reasonably possible. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. Up to a total of five days' unpaid leave may be given. Reasonable time off will be given if booked formally in advance where possible by using one of Grafton Childcare's, 'Employee Time Off Request Booking Slips'.

In the case of death of another close relative, who is not in the employee's immediate family, for example an aunt, uncle, cousin or parent-in-law, or a close friend, the employee may request unpaid leave to attend the funeral.

### **Additional Leave**

If the employee wishes to take further leave, he/she should request annual leave in the usual way.