

Compassionate leave policy

This policy is for staff.

We want staff to feel valued.

We also need to make sure that the organisation can do its work well.

This policy will help us to do both of these.

Extra leave when someone dies

We will give you paid leave if someone close to you dies. This is on top of your annual leave.

- If your partner, parent or child aged over 18 dies, we will give you up to 5 days of paid leave at full pay.
- If you have a stillbirth after 24 weeks of pregnancy or your child aged under 18 dies, you are entitled to 2 weeks statutory parental bereavement leave. Both weeks will be at full pay, topped up from the statutory pay.
- If your sibling, your sibling's child, your grandparent, your grandchild or your parent-in-law dies, we will give you up to 3 days of paid leave.
- If another relative dies and you have to arrange their funeral, we may give you paid leave.

These amounts will be pro-rata for part-time employees.

The Chief Executive can agree to give you more paid leave than this if there is a good reason.

If you want to take unpaid leave or annual leave, you can ask your line manager.

Time off for an emergency

If you are a carer you may have time off to deal with an emergency with someone you care for.

You must tell your line manager straight away.

You and your line manager need to agree what to do so that work is not affected.

You will be paid for the rest of that day.

If this happens too often and affects your work, you and your line manager can discuss what to do to resolve the issue. For example, a change or reduction to your working hours.

The disciplinary procedure should be followed if it continues to affect your work.

Fair treatment

We will treat you fairly.

We will not:

- treat you unfairly for taking time off. For example, we will not refuse you training or promotion
- dismiss you or choose you for redundancy because you asked for time off for a dependent
- refuse you reasonable time off