



Compassionate Leave Policy

JSCC Approved –

CP&R Approved –



1.0 Introduction

The purpose of this policy is to provide managers and staff with sufficient information in relation to compassionate leave. It applies to all council employee's and has been developed to provide help and support to members of staff should they experience personal bereavement.

This policy aims to detail when compassionate leave can be considered and the procedure for requesting this leave.

Please note staff have the right to take time off for the caring of dependants under the Carers/Parental Leave Policy.

2.0 Bereavement

This policy should only be used in cases of bereavement.

Compassionate leave is the period of time an employee is granted off work by their employer following the death of a family member or loved one. This allows the employee time for grieving and managing bereavement matters, such as arranging and attending a funeral.

Any deviation from the qualifying relationships or compassionate leave period should be agreed by the manager in consultation with Human Resources.

3.0 Qualifying Relationships

Compassionate leave will apply for the following dependants:

- A spouse or partner;
- A child (including step children) – see section 5 below
- A parent (including step parent);
- Parent –in law;
- Sibling (including step sibling);
- Grandparent;
- Grandchild

4.0 Compassionate Leave

The length of compassionate leave can be discussed and authorised by a manager. The employee can take paid compassionate leave up to a maximum of 7 working days in any twelve month period (pro-rata'd for part time staff). In exceptional circumstances where longer periods of leave are required a combination of compassionate, annual and or unpaid leave maybe agreed if necessary to meet the particular circumstances and subject to operational needs of the organisation.

Compassionate leave will be paid at the employee's normal rate of pay.

5.0 Parental Bereavement

The Parental Bereavement (Leave and Pay) Act 2018 provides for at least two weeks' leave for employees following the loss of a child under the age of 18, or a stillbirth after 24 weeks of pregnancy (see Maternity Policy). The two weeks leave will be at the employee's normal rate of pay.

6.0 Employee - Notification/Documentation Requirements

Employees should notify the employer as soon as reasonably practicable of the reason they wish to take compassionate leave. This can be taken as single days or a continuous period. If the request for leave is authorised the manager is required to complete The Application for Compassionate Leave form. This can be found on Minerva under the Human Resources forms.

7.0 Monitoring and Reviewing

Human Resources will monitor the use of this policy and review for any legislative changes.

Managers are responsible for ensuring that compassionate leave is requested and recorded through the HR system. All documentation, paperwork and completed forms need to be scanned and e-mailed to the Human Resources team. The documents will be added to the employees personnel file and/or processed during the next pay run if necessary.

Policy Statement

West Lindsey District Council has a commitment to equal opportunities.

It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.