



**Corporate Policy &
Resources**

**Thursday 13 February
2020**

Subject: Compassionate Leave Policy

Report by:

Monitoring Officer

Contact Officer:

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Manager

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Purpose / Summary:

To formalise the policy for Compassionate Leave
and agree to the changes regarding the new
Parental Bereavement Act 2018

RECOMMENDATION(S):

That Corporate Policy and Resources committee approve the Compassionate Leave Policy and the policy is adopted for all employees of the council. Delegated authority be granted to the Chief Executive to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of Corporate Policy and Resources committee and the Chairman of the Joint Staff Consultative Committee.

IMPLICATIONS

Legal: To be able to ensure the council meets the requirements of the Parental Bereavement Act 2018

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial :

FIN/174/20

There are no financial implications arising from this report.

Staffing : None

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights :

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.

Data Protection Implications :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

Title and Location of any Background Papers used in the preparation of this report :

None.

Risk Assessment :

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Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

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No

x

1. Introduction

The council has had arrangements in place for compassionate leave since 2006/7, however these have not been captured in a policy document before. Queries are regularly received regarding compassionate leave and the relationships which fall under the entitlement, it was seen as timely to formalise this information and to also take into account the new Parental Bereavement Act 2018 which comes into force in April 2020.

2. Purpose

The policy gives direction to the council with regards to managing staff during a period of bereavement and allows for consistency and guidance to be issued during what can be a very distressing time for staff.

3. Scope

This policy applies to all employees within the council. With regards to the Parental Bereavement Act 2018, for information in the last 10 years only one member of staff has suffered the bereavement of a child and that was during pregnancy so the Maternity Policy applied.

4. Engagement

Compassionate leave has been in place in the council for over 10 years. Staff representatives and union representatives have been made aware of this policy.

This policy and report was presented at JSCC on 16th January 2020 and was fully supported by members, union and staff representatives.