



Compassionate Leave Policy

1. Introduction

An employee may request compassionate leave in the event of an unplanned life event that requires the employee's absence from work

2. Scope

Events that may warrant a request for compassionate leave include (but are not limited to)

- Death of a family member
- Funeral/cremation or burial of a family member
- Breakdown of employee's personal or domestic arrangements (e.g. separation, divorce etc.)
- Fire/Flood/Burglary at employee's home
- Road traffic collisions or other distressing incidents involving the employee

This policy enables employees to request a reasonable period of time off work in such circumstances.

Requests for time off because of the illness of a dependant or breakdown of the care arrangements should normally be made under 'Time off for Dependants'

3. Granting of Compassionate Leave and Pay

All requests for compassionate leave will be considered, there is no right to be paid for compassionate leave, however up to three days' compassionate leave with pay can be granted in order to help an employee to cope with the death or serious illness of a member of their immediate family.

This includes:

- Husband, wife or partner
- Parent
- Child, including any adopted or step child
- Sibling
- Grandparent
- Grandchild

A further day with pay may be granted for attending the funeral of an immediate family member.

In exceptional circumstances, the Town Clerk in conjunction with the Chairman of the Staffing Committee will consider granting additional compassionate leave with or without pay.