



COMPASSIONATE LEAVE POLICY

Policy

In most circumstances employees will be expected to use their annual leave or time off in lieu to meet most personal or family emergencies. In planning the taking of leave throughout the year employees should have in mind that they may need to cope with an emergency which is part of everyday life. It should not be assumed that any emergency could be met by compassionate leave.

The scheme applies equally to all employees.

The Compassionate Leave Scheme

An employee may be granted up to 5 days leave of absence with pay in cases of the death of a close relative. This is at the absolute discretion of the Council. A close relative such as a wife, husband, partner, parent, child or grandchild (or person standing in a similar relationship). Annual leave should not be taken into account in these circumstances.

An employee may be granted paid time off to attend the funeral of a brother or sister, brother- or sister-in-law, parent-in-law or grandparent (or person standing in a similar relationship). This would normally be 1 day but up to 3 days may be granted where this is deemed appropriate, for example if the employee is responsible for making funeral arrangements, or there is significant travelling required. Annual leave should not be taken into account in these circumstances.

To help you deal with a critical illness of a close relative, where you are a carer, an employee may be granted up to 5 days leave in any leave year. Annual leave should not be taken into account in these circumstances.

The Compassionate Leave Process

Compassionate leave needs to be approved by the Clerk/Chair of the Parish Council. Any compassionate leave granted shall be reported to the next Staffing Committee and/or full Council.

Allocated Compassionate Leave may be taken either as a single continuous period or in separate periods, subject to agreement between the employee and their line manager.

It is important to recognise that from time to time employees may need to be granted leave with minimum notice, to make arrangements for dependant relatives.

In emergencies, employees should be granted leave immediately and arrangements made for consideration to be given to whether or not annual leave, compassionate leave, or unpaid leave is granted at a later date.

Employees shall manage their leave entitlement to enable, as far as possible, for the needs of personal/family emergencies to be met.

In the event of a bereavement, or critical illness where the employee is the carer, requiring leave in excess of the provisions above, consideration should be given to the employees outstanding leave entitlement or any lieu time the employee has accrued and which might be used to meet the requirement. In exceptional cases unpaid leave will be considered, depending on the circumstances.

An employee may request, in writing, a period of unpaid leave for a limited amount of time. Applications for leave of absence without pay on compassionate grounds are discretionary and subject to formal approval by the Parish Council

Dated: 21st October 2025

Approved: 1st September 2026

Review: September 2028