



# Policies

## COMPASSIONATE LEAVE POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool".

### Introduction

The primary purpose of compassionate leave is to help employees to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

This policy does not apply in cases of domestic emergency. Where an employee is entitled to take time off under the statutory right to time off for dependants, any time off granted as compassionate leave is in addition to the time off available under the statutory right.

### Definitions

**Immediate family member:** In this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, child, sibling or grandparent.

**Dependant:** In this policy, dependant is defined as the employee's spouse, civil partner, child or parent, and any person who lives at the same house as the employee (other than as a lodger, tenant, boarder or employee) or who would reasonably rely on the employee for assistance or arrangements for care in the event of illness or injury.

### Bereavement

In the event of the death of a member of the employee's immediate family, the employee should contact his/her line manager to request compassionate leave. The employee should inform the manager of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances.

The management will take into account matters such as the employee's relationship with the deceased, domestic responsibilities and travel requirements, but will not normally grant more than two days paid leave. This can be extended to a maximum of 5 days at committee discretion.

In the case of death of another close relative (who is not the employee's dependant), for example an aunt, uncle, cousin or parent-in-law, or a close friend, the employee may request unpaid leave to attend the funeral.

### Other circumstances where compassionate leave is available

Compassionate leave is available to take care of a dependant or to come to terms with severe personal problems or the injury or critical illness of an immediate family member.

The employee should inform his/her manager of the need to take compassionate leave as soon as reasonably practicable. Employees in these circumstances will normally be able to request to take a maximum of five days' compassionate leave in a 12-month period/for a one-off incident. Each case will be viewed sympathetically and the outcome of the employee's request will depend on the employee's circumstances. The management will take into account factors such as the nature of the incident and, if applicable, the closeness of the relationship.

If the employee wishes to take further leave, he/she should request unpaid leave.

In the event of an unexpected or sudden emergency involving a dependant, and/or to make any longer term arrangements in respect of a dependant, employees are entitled to take a reasonable amount of time off to deal with the crisis. A dependant is regarded as the husband, wife, partner, child or parent of the employee.

One day's paid leave will normally be granted, with additional paid or unpaid leave at the manager's discretion, depending on the circumstances. This right to time off is for genuine unforeseen matters and would not extend to taking 1-2 weeks off, for example, to look after a sick child. In this instance or if employees know in advance then they should request unpaid leave.

Circumstances for which employees can request time off for domestic emergencies or dependants may include:

- If a dependant falls ill, or has been injured or assaulted
- To make longer-term care arrangements for a dependant who is ill or injured.
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant.
- To deal with an unexpected incident involving the employee's child during school hours.
- House Fire
- Burglary

***This policy was adopted at a meeting of the Preschool held on:***

***Signed on behalf of the Preschool*** \_\_\_\_\_