

Compassionate leave policy

Purpose

The purpose of this policy is to set out the Company's stance on employee entitlements to compassionate leave. The Company appreciates that at times employees will go through difficult situations in their personal life where they may need support from the organisation.

Death of close family member

In the event of the death of an immediate family member, there will be an entitlement of ten days paid compassionate leave, plus the day of the funeral, that an employee can take. For the loss of a non-immediate but close family member or very close friend, there will be an entitlement of five days paid compassionate leave, plus the day of the funeral. Employees are entitled to this from six months of employment.

We understand that grief does not have a time limit, therefore leave of more than ten/five days will be granted at the discretion of the business unit Director and HR.

Where an employee experiences the loss of a child under the age of 18, they will be entitled to take two weeks' parental bereavement leave. Please read our separate policy on Parental Bereavement Leave for more information on this entitlement.

Other compassionate leave

In a situation regarding the death of someone other than a close family member, the VP and HR's discretion will be used when granting any compassionate leave.

An employee will not automatically have the right to take extended compassionate leave by taking unpaid leave.

Requesting compassionate leave

Often, circumstances will dictate that compassionate leave will need to be requested unexpectedly by the employee. Employees should inform their line manager of their need as soon as possible. The line manager will confirm both the amount of leave to be given and the payment arrangements in respect of this leave. The line manager is then responsible for informing the payroll department of the employee's leave and payment arrangements.

Unpaid leave

Employees have a right to take time off for dependants in order to deal with an unforeseen emergency involving a dependant, including when a dependant dies. This policy does not affect that regulation.

Making unfounded requests

If it is discovered that an employee has abused the policy by making false or inaccurate requests for compassionate leave, this will be regarded as an act of misconduct, and disciplinary action may be taken.