



Compassionate Leave Policy and Procedure

Compassionate leave is available to all staff members regardless of length of service. It is intended to assist staff in the event of bereavement or serious illness of a family member. There is no specified entitlement to compassionate leave as such and each case will be considered according to the relevant circumstances of the individual concerned.

Procedure

1. In consultation with their line manager staff members will be entitled to *up to 5 days'* paid compassionate leave where a member of their immediate family dies, is seriously ill or in severe distress. For the purpose of this provision, "immediate family" normally means spouse, civil partner or partner, parent, parent-in-law, brother, sister, grandparent, child, grandchild (this list is not exhaustive).
2. Additional days' unpaid leave may be granted at the discretion of Head of School/Service in consultation with Human Resources.
3. Consideration of whether, and if so, how much compassionate leave will be granted, will be based upon the personal circumstances of the individual. In the case of bereavement, factors such as the extent of the individual's involvement in making funeral or other arrangements and the need to travel beyond the local region will be taken into account. The University will therefore consider each case according to the relevant circumstances of the individual concerned.
4. Staff members should contact their Head of School/Service as soon as possible if they need to make use of this provision.
5. A Compassionate Leave Form should be completed as soon as practicably possible. The University recognises that by the nature of the leave it may not always be possible to complete the form prior to taking compassionate leave. In such cases the form should be completed upon the staff member's return.

Document title	Compassionate Leave Policy
Version	Final
Person responsible	Rachel Libby-chiaa
Author	Tanya Allen
Document date	15/02/09
Last amended	04/11/10
Effective from	11/02/11
Review date	2016
Impact Assessment date	28 May 2009
History (where discussed / who circulated to / committees considered)	HR Legal & Compliance Sub Committee UCU/UNISON Planning Resources Committee Finance & Staffing Board of Governors