

# Totton & Eling Town Council Compassionate Leave Policy

## Introduction

Compassionate leave is intended to help employees at the time of the serious injury, death or funeral of an immediate family member or close relative.

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 this statutory right.

## Definitions

For the purposes of this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, child, sibling or grandparent.

There is no contractual entitlement to remuneration for absences relating to compassionate leave. Payment of salary during compassionate leave is at the absolute discretion of the Council.

If the employee is seeking compassionate leave in respect of a close relative's serious illness or death (i.e. someone who is not an immediate family member) he or she should discuss this request with the HR Officer to see if compassionate leave applies.

## Procedure

In the event of the death of a member of the employee's immediate family, the employee should contact the HR Officer to request compassionate leave. The employee should inform the HR Officer of the need to take compassionate leave as soon as reasonably possible. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. Up to a total of **2** days' paid leave may be given.

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

## Additional Leave

If the employee wishes to take further leave, he/she should request annual leave in the usual way.

THIS POLICY HAS BEEN APPROVED & AUTHORISED BY:

Name: Susan Cutler

Position: Town Clerk & Chief Executive

Date: 23<sup>rd</sup> June 2023

Signature: