



COMPASSIONATE LEAVE POLICY

Policy Reference Number:

Policy Implementation Date:
Policy Review Date:

September 2009
August 2011



Haines Business Systems Ltd
© 2009 HBS Business Gym

COMPASSIONATE LEAVE

Introduction

Compassionate Leave may be granted, under the conditions set out in this policy, and for the reasons described, below, depending on the circumstances and at the discretion of your manager. Compassionate Leave provides for a limited amount of paid time off and applies for certain serious situations, for example:

- So that you can make the necessary arrangements following the death of a dependent – i.e. spouse or partner, children or parents, or in some cases, a close relative;
- To attend the funeral of a family member or close friend.

Compassionate Leave will not affect your annual leave entitlement.

Failure to comply with this policy, however, could result in disciplinary action being taken against you, at the discretion of your manager. You should aim to keep your manager fully informed when you wish to take compassionate leave.

General Principles

1. The company recognises that this will, more than likely, be an upsetting time for you, and we will do everything we can to help you. However, you must recognise that there are business pressures that we have to face, which may have a bearing on how we deal with requests for compassionate leave. Keep us as informed as possible in terms of the circumstances surrounding your need for compassionate leave, the amount of time you are likely to need...