Compassionate Leave Policy

Purpose

The purpose of this policy is to set out the Preschool’s stance on employee entitlements to compassionate leave. The Preschool 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 a partner, parent, child, grandparent, sibling or stepchild/parent, there will be an entitlement of two days’ compassionate leave that an employee can take which will be on full pay. Employees are entitled to this from the first day of their employment.

Leave of more than two days will be granted solely at the discretion of the line manager.

Where an employee experiences the loss of a child under the age of 18 from 6 April 2020, they will be entitled to take two weeks’ parental bereavement leave. The first two days will be paid at full pay, with the remainder paid at the rate of statutory parental bereavement pay subject to the employee meeting eligibility requirements. 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 line managers’ 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.

Appeals

If a request for compassionate leave is refused, the employee may lodge an appeal in writing to the Preschool Committee. All appeals will be dealt with within a maximum of five working days.

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.

|  |  |
| --- | --- |
| **Policy Last updated:** |  |
|  |  |
| **This policy was adopted by:** | Old Stratford Preschool |
|  |  |
| **On:** |  |
|  |  |
| **Date to be reviewed:** |  |
|  |  |
| **Signed on behalf of the provider:** |  |
|  |  |
| **Name of signatory:** |  |
|  |  |
| **Role of signatory:**  **(e.g. Chair, Vice Chair)** |  |