

Parish Clerk
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COMPASSIONATE LEAVE POLICY

Policy

We aim to extend sympathy, compassion and understanding should employees suffer a bereavement. At all times, we will try to assist employees to come to terms with their loss. Willingdon & Jevington Parish Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

1.0 Introduction

The purpose of this policy is to provide managers and staff with sufficient information in relation to compassionate leave. It applies to all council employees and has been developed to provide help and support to members of staff should they experience personal bereavement.

This policy aims to detail when compassionate leave can be considered and the procedure for requesting this leave. Application for bereavement leave should be made to the Clerk, or in the case of the Clerk the Parish Council Chair.

Please note staff have the right to take time off for the caring of dependants under the Carers/Parental Leave Policy.

2.0 Bereavement

This policy should only be used in cases of bereavement.

Compassionate leave is the period of time an employee is granted off work by their employer following the death of a family member or loved one. This allows the employee time for grieving and managing bereavement matters, such as arranging and attending a funeral.

Any deviation from the qualifying relationships or compassionate leave period should be agreed by the Clerk.

3.0 Qualifying Relationships

Compassionate leave will apply for the following dependants:

- A spouse or partner
- A child (including stepchildren) – see section 5 below
- A parent (including stepparent)
- Parent – in law
- Sibling (including step sibling)
- Grandparent
- Grandchild

4.0 Compassionate Leave

There is no legal right for an employee to receive full pay during time off for compassionate leave.

The length of compassionate leave can be discussed and authorised the Clerk or in the case of the Clerk the Council Chair. The employee can take paid leave up to a maximum of 5 working days in any twelve-month period (pro-rata'd for part time staff). In exceptional circumstances where longer periods of leave are required a combination of compassionate, annual and unpaid leave maybe agreed if necessary to meet the particular circumstances and subject to operational needs of the organisation.

Compassionate leave will be paid at the employee's normal rate of pay.

5.0 Parental Bereavement

The Parental Bereavement (Leave and Pay) Act 2018 provides for at least two weeks' leave for employees following the loss of a child under the age of 18, or a stillbirth after 24 weeks of pregnancy (see Maternity Policy). The two weeks leave will be at the employee's normal rate of pay.

6.0 Employee – Notification/Documentation Requirements

Employees should notify the employer as soon as reasonably practicable of the reason they wish to take compassionate leave.

We accept that sometimes the need to take this leave can arise at very short notice, but request that employees should discuss their requirements with the Clerk before taking any time off and, in any event, at the earliest opportunity. All requests for compassionate leave will be dealt with on a confidential basis.

