



Compassionate Leave

Compassionate leave may be granted

- following bereavement;
- when an employee’s home has been burgled; and
- in other personal or domestic circumstances.

Qualifying Conditions	1	This leave provision only applies to members of Academic, Administrative Library & Computing, Other Related, Clerical & Related Administrative, Technical and Manual & Ancillary Staff.
	2	There is no service requirement for this leave provision.
Notice of Leave	1	Notice, not necessarily in writing, must be given to the Head of School/Unit/Department as soon as is reasonably practicable.
	2	Leave is subject to the approval of the Head of School/Unit/Department and, where the amount of and/or reason for leave is not within that detailed in one of the sections below, by the Human Resources Department.
	3	Where the leave is approved by the Head of School/Unit/Department, the Human Resources Department should be informed in writing, countersigned by the Head of School/Unit/Department, of the dates on which the leave is taken and the reason for the leave.

Bereavement	1	Employees may be granted up to five days' paid leave following the death of a child, parent, partner or next-of-kin or nominated next-of-kin. If the employee has to return to her/his country of origin, or the country where her/his family now lives, up to a further five days' paid leave may be granted. Such cases will be treated individually according to the distance to be travelled.
	2	Employees may be granted up to three days' leave following the death of another immediate close relative.
	3	Employees may be granted up to one day's paid leave to attend the funeral of a close friend or other relative.
	4	Each request will need to be judged on the circumstances of the case. For example, the employee may have been raised by her/his grandparents, aunt/uncle or brother/sister and therefore up to five days' paid leave would be in order.
	5	Where the Head of School/Unit/Department thinks that the circumstances are such that a longer period of leave than that indicated here would be in order, advice should be sought from the Human Resources Department.
Burglary		One day's leave may be granted when an employee's home has been burgled.
Other circumstances		Any requests for compassionate leave for reasons other than those set out above should be referred to Human Resources.

Approved by the Finance and General Purposes Committee at its meeting on 19 February 2002

19 February 2002

Amended to include new logo and Human Resources 30.7.07