COMPASSIONATE LEAVE POLICY

V1.0

ADOPTED 23rd NOVEMBER 2026

Edited GS / SL

AYTHORPE RODING PARISH COUNCIL 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.

Application for bereavement leave should be made after discussing this with the Chair or, in their absence, the Vice Chair of the Council.

We will normally grant up to 5 days unpaid leave in the event of the death of an immediate family member (spouse, parent, step-parent, child), and up to 3 days unpaid leave for other family members (brother, sister, grandparent, mother-in-law and father-in-law). Any time off in addition to this should be discussed with the Chair or, in their absence, the Vice Chair of the Council. Reasonable unpaid compassionate leave will be granted taking into account such factors as the relationship with the deceased person and the timing and location of the funeral.

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 Chair or, in their absence, the Vice Chair of the Council 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.