

## MILLBROOK 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 to your line manager, or in the case of the Parish Clerk, the Chair of the Staffing Committee and the Chair of the Council.

We will normally grant up to 5 days paid leave for an immediate relative, as per the list below:

- Spouse / partner
- Parent
- Grandparent
- Sibling
- Step- parents / grandparents / siblings
- Mothers- and fathers-in-law
- Other degrees of relationship can be permitted at the discretion of your immediate line manager and or the Chair of the Council / Chair of the Staffing Committee.

The number of days applicable will be:

- 1 day to attend a family funeral
- 3 days if you are responsible for organising the funeral
- An additional two days if you are having to travel outside the immediate area.

In exceptional circumstances unpaid leave may be applied for.

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 their manager 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.

Date	Minute	Notes
24.10.2024	84.4	NALC template amended