HUNDLEBY PARISH COUNCIL

COMPASSIONATE LEAVE POLICY

Last Review : 11/25
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1. INTRODUCTION

1.1 Hundleby Parish Council recognises that life can sometimes bring unexpected and difficult circumstances. This Compassionate Leave Policy is designed to support employees when they need time away from work due to bereavement, serious illness of a loved one, or other significant personal matters.

1.2 This policy outlines when compassionate leave may be granted, how to request leave, what support is available, and our commitment to handling each situation with care, fairness, and understanding.

1.3 Hundleby Parish Council understands that there are times when personal circumstances must take precedence. During such periods, work should not add unnecessary stress or worry. This policy provides guidance and reassurance, offering flexibility and understanding when employees are faced with difficult life events.

1.4 It applies to all employees and explains when compassionate leave may be granted, how to request it, and the additional support that may be available.

2. WHAT IS COMPASSIONATE LEAVE?

2.1 Compassionate leave provides paid or unpaid time off for employees who are dealing with serious personal circumstances, including but not limited to:

a. The death of a close family member (such as a parent, spouse/partner, child, sibling, or grandparent)
b. Supporting a loved one through a critical or life-threatening illness
c. Managing a significant personal crisis or emergency

2.1 Every situation is different, and the Council will consider each request individually, with empathy, discretion, and flexibility.

2.2 Employees may be granted up to five days' paid compassionate leave per qualifying circumstance.
If additional time is required, employees may request unpaid leave, which will be reviewed by the Council on a case-by-case basis and handled with sensitivity.

3. ADDITIONAL LEAVE REQUESTS

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3.1 If you require more than five days, please speak to the Chair.

3.2 Any extension of leave beyond the standard entitlement will be at the discretion of the Council, based on the individual's circumstances.

3.3 Where appropriate, employees may also choose to use part of their annual leave entitlement to extend their time away from work.

4. HOW TO REQUEST COMPASSIONATE LEAVE

The Council aim to make the process simple and supportive. If you need compassionate leave, please:

4.1 Notify the Chair as soon as possible, this can be done by phone, email, or in person.

4.2 Provide a brief explanation of your situation — only share details you're comfortable disclosing; this helps us understand how best to support you.

4.3 Agree on the duration of leave — this will be confirmed in line with the policy and your personal needs.

4.4 Receive written confirmation — the Council will provide written confirmation of the agreed leave period.

The Council understands that difficult situations often arise suddenly, so it will always strive to respond with flexibility and compassion.

5. ADDITIONAL SUPPORT

The Council wants to ensure you feel supported both during and after your leave. You are encouraged to:

5.1 Discuss any adjustments or support you may need when returning to work

5.2 The Chair if you require a phased or flexible return

5.3 Ask for further assistance if you feel additional time or support would help your the wellbeing

The Council's approach is open, understanding and confidential, please do not hesitate to ask for support if needed.

6. FINAL CONSIDERATIONS

6.1 Compassionate leave is granted in good faith and should be used appropriately. Each request will be treated individually and handled with sensitivity and discretion.

6.2 If you have any questions or concerns regarding this policy, please contact the Chair or Vice Chair.

6.3 The Council understands that personal losses and crises can be deeply challenging. Our priority is to ensure that every employee feels valued, supported, and given the time and understanding they need during these difficult times.

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