



## Compassionate Leave Policy

At Hundleby Parish Council, we recognise that life can sometimes bring unexpected and difficult circumstances. Our 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.

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.

### Introduction

At Hundleby Parish Council, we understand 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.

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.

### What is Compassionate Leave?

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

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

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

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 on a case-by-case basis and handled with sensitivity.

## **Additional Leave Requests**

If you require more than five days, please speak with a member of the HR committee or the Chair.

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

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

## **How to Request Compassionate Leave**

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

1. Notify the Chair and the Chair of the HR committee as soon as possible, this can be done by phone, email, or in person.
2. Provide a brief explanation of your situation — only share details you're comfortable disclosing; this helps us understand how best to support you.
3. Agree on the duration of leave — this will be confirmed in line with the policy and your personal needs.
4. Receive written confirmation — we will provide written confirmation of the agreed leave period.

We understand that difficult situations often arise suddenly, so we will always strive to respond with flexibility and compassion.

## **Additional Support**

We want to ensure you feel supported both during and after your leave. You are encouraged to:

- Discuss any adjustments or support you may need when returning to work
- Talk with the HR committee or the Chair if you require a phased or flexible return
- Reach out for further assistance if you feel additional time or support would help your wellbeing

Our approach is open, understanding, and confidential, please don't hesitate to ask for support if needed.

## **Final Considerations**

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

If you have any questions or concerns regarding this policy, please contact the Chair or Chair of the HR committee.

Hundleby Parish 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.

Adopted:

Next Review: