



# COMPASSIONATE LEAVE POLICY

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Author	Issue Date	Version	Document Ref	Approved By	Approval Date	Next Review	Page
HR Department	Jan 2023	V1.4	HR-44	Exec	Dec 2022	Feb 2026	i

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# DOCUMENT CONTROL

## Document Storage

Location: p:\ops team\central policies & procedures - development - word docs\hr - human resources policies & procedure\hr-44 compassionate leave policy v1.4.doc

## Version Control Log (Only last 3 versions, earlier versions can be found in the appropriate archive directory for the document)

Version	Date	Author	Description of Changes
V1.0	Feb 2019	S Parmar	Reviewed – no changes
V1.2	Mar 2022	A Shiels	Under review, no changes currently
V1.3	July 2022	HR Department	Under review, no changes currently
V1.4	Dec 2022	HR Dept	Reviewed – no changes

## Approval

Version	Name	Position	Signature	Approved Date
V1.0	Exec	Executive Team		Nov 2015

## Glossary

Term	Description

## 1 INTRODUCTION

The primary purpose of compassionate leave is to help employees to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

This policy does not apply in cases of domestic emergency. The organisation has a separate policy on domestic emergencies. Where an employee is entitled to take time off under the statutory right to time off for dependants, any time off granted as compassionate leave is in addition to the time off available under the statutory right. The organisation has a separate policy on time off for dependants.

## 2 DEFINITIONS

**Immediate family member:** In this policy, immediate family is defined as the employee's spouse/civil partner, partner, parent, child, sibling or grandparent.

**Dependant:** In this policy, dependant is defined as the employee's spouse, civil partner, child or parent, and any person who lives at the same house as the employee (other than as a lodger, tenant, boarder or employee) or who would reasonably rely on the employee for assistance or arrangements for care in the event of illness or injury.

## 3 BEREAVEMENT

In the event of the death of a member of the employee's immediate family, the employee should contact his/her line manager to request compassionate leave.

The employee should inform the manager of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances.

The manager will take into account matters such as the employee's relationship with the deceased, domestic responsibilities and travel requirements, but will not normally grant more than 3 days' paid leave (pro-rata for part-timers)

In the case of death of another close relative (who is not the employee's dependant), for example an aunt, uncle, cousin or parent-in-law, or a close friend, the employee may request paid or unpaid leave to attend the funeral.

## 4 OTHER CIRCUMSTANCES WHERE COMPASSIONATE LEAVE IS AVAILABLE

Compassionate leave is available to take care of a dependant (in the case of terminal illness) or to come to terms with severe personal problems or the injury or critical illness of an immediate family member.

The employee should inform his/her manager of the need to take compassionate leave as soon as reasonably practicable. Employees in these circumstances will normally be able to request to take a maximum of 3 days' compassionate leave for a one-off incident.

Each case will be viewed sympathetically and the outcome of the employee's request will depend on the employee's circumstances. The manager will take into account factors such as the nature of the incident and, if applicable, the closeness of the relationship.

If the employee wishes to take further leave, he/she should request annual leave in the usual way, take unpaid leave or make up time as agreed with their line manager.