

11 Additional Policies

11.04 Compassionate Leave

Policy statement

The death of an immediate family member (defined as mother, father, spouse, partner, son or daughter) affects everyone differently. The personal circumstances surrounding such an event must therefore be taken into account.

Employees may be granted paid leave to attend a funeral and to attend to urgent family affairs after bereavement as follows:

1. Up to three days paid leave may be granted to a member of staff who has suffered the death of an immediate family member.
2. Up to five days paid leave may be granted if the employee is responsible for organising the funeral arrangements of the deceased person.

All requests for Compassionate Leave should be discussed with the Manager.