

The Bosco Centre	
Policy:	Compassionate leave policy
Applies to:	College, Independent school, Nursery & Youth club
Reviewed:	October 2018
Next Review:	October 2019

Aim

‘Compassionate leave’ is time off work to deal with personal circumstances. Under the Employment Relations Act 1999, there is a statutory right for employees called ‘Time off for Dependants’, which gives them the right to unpaid time off in some circumstances.’

The Bosco Centre Policy on Compassionate Leave explains how to apply for ‘time off’ and ‘entitlement’ to make it clear to all staff members when they are going through a difficult time.

Statement

As an employee you are allowed time off to deal with an emergency involving a dependant. A dependant could be a spouse, partner, child, grandchild, parent or someone who depends on you for care.

If you need time off you must speak to the Principal as soon as possible. You do not have to put this in writing or give written proof. You are allowed a reasonable time off to deal with the emergency, but there is no set amount of time as that depends on each situation.

Payment for this time off is at the discretion of the Bosco Centre College.

Procedure

On the death of your closest relative or dependents (i.e. spouse, partner, parent or child), the Bosco Centre will grant you a period of paid leave. The duration of paid leave will take account of your relationship with the deceased, any domestic responsibilities you may have to undertake and any travel arrangements, but normally will not extend beyond a maximum of five days.

These five days will include two days for funeral arrangements and one day for the funeral. The death of a relative, partner, or dependent, affects every individual differently, and the personal circumstances surrounding such an event will be taken into consideration.

It is expected that you will inform the Principal of the Centre, should you require compassionate leave and if for some reason you think that you need to extend your time of leave, which would be unpaid.

Requests for Other compassionate leave must be discussed with the Principal, who will take into consideration each individuals' personal circumstances.