

Compassionate Leave Policy

This document is relevant to:	
Staff	✓

Purpose

Dorset Mind recognises that there are occasions on which staff require time away from work to deal with events of a sensitive or distressing nature, such as bereavement and serious illness amongst close relatives. This policy deals with situations which do not fall within the scope of other policies such as those concerning maternity, paternity, and adoption. This policy does not create a right to take compassionate leave and can be varied at any time by Dorset Mind.

Policy

Where a staff member requires to be absent with little or no notice due to bereavement or other circumstances of a personal and distressing nature they should contact their line manager, or another manager, as soon as practicable giving brief details of the reason for the absence. If it is not possible for an indication of the expected return date to be provided at the outset the employee should speak to their manager or another manager within two days of the start of the absence.

The Chief Executive will be responsible for deciding whether or not the circumstances qualify for paid compassionate leave or whether annual leave or unpaid leave should be taken. Each case will be decided on its individual merits. If paid compassionate leave is granted it will be for a period of time within the following limits:

- following the death of a child of the employee, of a partner living with the employee or of a close relative living with the employee a period of not more than five days paid compassionate leave may be granted
- following other events of a distressing nature involving the employee, their close relatives or a partner living with the employee a period of not more than three days paid compassionate leave may be granted.

If further time off work is required beyond the agreed period of paid compassionate leave, then the employee may request to take annual leave or unpaid leave. The Chief Executive will decide in each case whether or not the request can be granted.

Where an employee is provided with a certificate by a medical practitioner stating that they are unfit for work the period covered by that certificate will be treated as sickness and the sickness absence policy will apply in place of this policy.

Responsibilities

The Chief Executive is responsible for managing this policy and overseeing its implementation. Line managers are responsible for implementing the policy within their areas of work, and for overseeing adherence by staff and volunteers. Every member of staff should take personal responsibility for conforming to it.

Associated Policies and Procedures

- Sickness Absence Policy

The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy

Policy Ownership

Policy Name	Version	Doc ref
Compassionate Leave Policy	1.0	Compassionate Leave Policy

Policy Owner	Chair of Trustees
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Approval Status

Date adopted by Trustees	January 2016		
Date published	January 2016	Date for next review	January 2018

Consult the Dorset Mind website for the latest version of this policy.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Gary Corderoy	Trustee
Claire Bridges	Staff

Change History

Issue	Date	Author	Reason
1.0	Dec 15	Chris Price	New policy