

<b>Compassionate Leave Policy</b>	
<b>Date approved by Trustees</b>	January 2014
<b>Date for next review</b>	May 2022
<b>Compliance lead</b>	Director of People, Employee Engagement and PSTE
<b>Agreed Policy file name</b>	Compassionate Leave Policy
<b>Agreed policy location:</b>	RMT Information area\Policies and Procedures RMT website

## 1. Introduction

- 1.1 The purpose of this policy is to set out the Trust's stance on employee entitlements to compassionate leave. The Trust appreciates that at times employees will go through difficult situations in their personal life where they may need support from the organisation.
- 1.2 This Compassionate Leave Policy does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

## 2. Death of close family member

- 2.1 Compassionate Leave with pay will be considered sympathetically in the case of bereavement for a member of your family.
- 2.2 You may, entirely at the Trust's discretion, take leave as follows:-
  - If a member of your immediate family dies, you may take up to five days paid leave. Immediate family includes spouse/civil partner, partner, child or step-child, parent or step-parent, , grandparent or step-grandparent or sibling/step-sibling.
  - If a member of your non-immediate family dies, you may take up to three days paid leave. Non-immediate family members are usually classed as , aunt/uncle, cousins or an in-law.
- 2.3 A factor that may be taken into account by the Trust in exercising its discretion includes circumstances where an employee has to undertake a significant amount of travelling.
- 2.4 All Compassionate Leave requests will be assessed on an individual basis. Employees are entitled to this from the first day of their employment.

### **3. Other compassionate leave**

- 3.1 In a situation regarding the death of someone other than a close family member, the line managers' discretion will be used when granting any compassionate leave.
- 3.2 An employee will not automatically have the right to take extended compassionate leave by taking unpaid leave.

### **4. Request compassionate leave**

- 4.1 Any requests for a period of compassionate leave should be discussed with your line manager, who will obtain authorisation from a member of the Senior Management/Leadership Team or the appropriate Director. Once authorised, line managers must notify the Department of Human Resources of the employee's absence and obtain a Compassionate Leave of Absence Form, which the line manager must complete, sign and have signed by the employee.
- 4.2 On the employee's return to work, they must sign the Compassionate Leave of Absence Form and return this to the Department of Human Resources.

### **5. Appeals**

- 5.1 If a request for compassionate leave is refused, the employee may lodge an appeal in writing to their line managers' manager. All appeals will be dealt with within a maximum of five working days.

### **6. Making unfounded requests**

- 6.1 If it is discovered that an employee has abused the policy by making false or inaccurate requests for compassionate leave, this will be regarded as an act of misconduct, and disciplinary action may be taken under the Trust Disciplinary and Dismissal Procedure