

ST PIRAN'S SCHOOL

COMPASSIONATE LEAVE POLICY

PURPOSE

Compassionate leave is designed to help a member of staff where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill.

ENTITLEMENT

Staff are entitled to take paid compassionate leave of up to three days in any 12-month period in respect of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.

We may exercise our discretion to grant paid compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case.

A member of staff who is unable to return to work following a period of compassionate leave should contact the Headmaster. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.

REQUESTING COMPASSIONATE LEAVE

We recognise that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to the Headmaster. You should tell him the reasons for your request and the number of days leave you would like to take.

Where it is not possible to request leave in advance you should contact the Headmaster as soon as possible to tell him the reason for your absence and the number of days you expect to be absent.

Reviewed by: Headmaster
Date: July 2016
Next Review Date: July 2017