



5.12 Compassionate Leave policy

Policy statement

Our compassionate leave policy outlines our provisions for employees who have lost a loved one. If this happens, we want to support our employees and allow them time to mourn and cope.

What is compassionate leave?

Compassionate leave (or bereavement leave) is a type of time off given to employees when a member of their immediate family away. Employees will be given three days off with full pay when an immediate family member. Employees may have more time off at the discretion of the manager and in conjunction with the trustees. Employees will also be given time off to attend the funeral of a close friend.

What is considered immediate family for bereavement leave?

In this policy, we define immediate family as spouses or domestic partners, all first degree relatives (parents, siblings and children), grandparents, grandchildren, aunts, uncles, nieces and nephews. In-laws of the same types are included, as well as adopted parents, adopted children, legal guardians, half- and step-relatives.

Friends are also an important part of our lives and their loss may hurt as much as losing a relative. Should you lose a close friend, you will be entitled to attend the funeral and mourn.

Policy elements

At a minimum, we'll offer the typical bereavement leave of [three] days. We will grant this bereavement time off for the following reasons:

- Arrangement of a funeral or memorial service
- Attendance of a funeral or memorial service
- Resolving matters of inheritance
- Fulfillment of family obligations
- Personal mourning

If you have complex matters to take care of and need more time off for personal reasons please discuss this with the manager

Is bereavement leave paid?

For the standard bereavement leave — first [*three days*] — you'll receive your standard wage or salary as bereavement pay, according to our company's policy. Any additional leave will be unpaid unless you choose to supplement your bereavement days off with your standard annual leave.

Procedure

Bereavement leave request

If you need to take bereavement leave, please inform the manager as soon as possible

Managers must adhere to policy regulations and be supportive of employee bereavement during difficult times.

This policy was adopted by	Thorns Community Trust
On	<u>18/05/2020</u> (date)
	<u>Updated August 2021</u> (date)
Signed on behalf of the provider	
Name of signatory	<u>Jonathan Wright</u>
Role of signatory (e.g. chair, director or owner)	<u>Chair</u>