



COMPASSIONATE LEAVE POLICY

1. Purpose

The Council recognises that employees may experience bereavement or serious personal circumstances that require time away from work. This policy sets out the Council's approach to compassionate and bereavement leave, ensuring requests are handled sensitively, consistently, and in line with good employment practice.

2. Scope

This policy applies to all employees of the Parish Council. It does not apply to councillors.

3. Compassionate Leave (Paid)

The Council may grant paid compassionate leave in the following circumstances:

- The death of a close family member (such as a spouse or partner, child, parent, stepparent, or sibling).
- A serious illness, accident, or emergency involving a close family member.
- Other exceptional circumstances where paid leave is considered appropriate.

Standard entitlement is up to 5 days' paid leave per occasion to be considered and approved on behalf of the Council in accordance with the delegation outlined in Clause 7 below.

With the approval of the Personnel Committee, as outlined in Clause 7 below, additional paid leave may be granted in exceptional circumstances, taking account of travel, caring responsibilities, or the employee's role in funeral arrangements.

4. Bereavement Leave (Statutory)

Employees who suffer the loss of a child under 18, or a stillbirth after 24 weeks, are entitled to Statutory Parental Bereavement Leave in accordance with current legislation. This may be taken in addition to compassionate leave.

5. Additional Unpaid Leave

Where further time is needed, the Council may approve unpaid leave or agree temporary flexible working arrangements, such as adjusted hours or home working where appropriate. Requests will be considered on a case-by-case basis.

6. Requesting Leave

Employees should notify the Clerk (and, in the case of the Clerk, the Chair of the Personnel Committee) as soon as reasonably possible, providing:

- The reason for the request
- The type of leave sought (paid or unpaid)
- The expected duration of absence

All requests will be treated sensitively and confidentially.

7. Decision-Making and Delegated Authority

To ensure timely and consistent decisions:

- Requests from employees for the standard entitlement of paid leave under Clause 3 above will be considered and approved by the Clerk in consultation with the Chair of the Personnel Committee.
- Requests from the Clerk for the standard entitlement of paid leave under Clause 3 will be considered and approved by the Chair of the Council in consultation with the Chair of the Personnel Committee.
- Requests from employees (including the Clerk) for additional paid leave under Clause 3 and for Additional Unpaid Leave under Clause 5 will be considered and determined by the Personnel Committee.

Decisions will take account of the circumstances, the wellbeing of the employee, and the operational needs of the Council.

8. Record-Keeping

Approved leave will be recorded confidentially in the employee's personnel file. Only essential information will be retained.

9. Review

This policy will be reviewed every two years, or sooner if legislation or best practice changes.

Revision History

Adopted at Full Council	8 June 2026
Due for review and readoption	June 2028

