



# The Goslings Preschool

Registered Charity No. 1209514

## Compassionate Leave Policy

### Policy Statement

Compassionate leave is designed to help you deal with traumatic personal circumstances such as the death of a close relative or where a close relative has a life-threatening illness or injury.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### Compassionate Leave

When compassionate leave may be available:

You may take unpaid compassionate leave of up to 5 days (in any 12-month period) where a close relative has died, is critically ill with a life-threatening illness, or has suffered a life-threatening injury.

In the event of the death of a child, including a stillbirth, different rules apply under specific Parental Bereavement Leave entitlement instead of this policy.

We will consider requests for compassionate leave due to other traumatic events or difficult personal circumstances on a case-by-case basis.

If you are still unable to return to work following compassionate leave, you should contact the Preschool Manager and/or the Chairperson. We may, at our discretion, grant you further unpaid compassionate leave in those circumstances. Alternatively, you may be able to take a period of annual leave, subject to the Preschool Manager's/Chairperson's approval.

### 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 Preschool Manager. You should tell them 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 Preschool Manager as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary.

*This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.*