



Compassionate Leave Policy

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Company: Greencastle Solutions Ltd
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Compassionate Leave Policy

1. About this policy

- 1.1 Compassionate leave is designed to help you cope with the death of a close relative, deal with necessary arrangements and attend their funeral. It may also be granted where a close relative is seriously or critically ill.
- 1.2 This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.
- 1.3 This policy has been agreed with the Board of Directors.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.
- 1.5 You are not entitled to compassionate leave during your probationary period.

2. Entitlement

- 2.1 You are entitled to take 3 days paid compassionate leave (at the discretion of the divisional director) in respect of a spouse or partner, stepchild, parent, step-parent, brother or sister, stepbrother or stepsister. Any time in excess of 3 days will have to be taken as annual leave agreed with your manager.
- 2.2 You are entitled to take off 2 weeks compassionate leave if you have a child that dies under the age of 18, or your child is stillborn after 24 weeks of pregnancy. This is "parental bereavement leave". If your child is stillborn after 24 weeks of pregnancy the birth parent can get up to 52 weeks of statutory maternity leave or pay (please refer to the family friendly policy) and the father or partner is entitled to 2 weeks paternity leave or pay (please refer to the family friendly policy). You are then entitled to 2 weeks parental bereavement leave after this maternity or paternity leave is finished.
 - (a) You are entitled to take the parental bereavement leave in the 56 weeks following the child's death. You can choose to take either 1 or 2 weeks leave. If you take 2 weeks, this can be taken in one go or as 2 separate weeks.
 - (b) If one more than one child dies, you are entitled to 2 weeks parental bereavement leave for each child.
 - (c) You may be entitled to parental bereavement pay, in order to be entitled to must meet the following requirements:
 - (i) The child dies under the age of 18 or is stillborn after 24 weeks of pregnancy;
 - (ii) You were employed when the child died
 - (iii) You had worked for the company for at least 26 weeks, on the Saturday before the child's death;
 - (iv) You earn on average at least £120 per week before tax
- 2.3 You are entitled to take 1 day paid compassionate leave (at the discretion of the divisional director) in respect of a, grandchild, aunt or uncle, parent-in-law, grandparent, or brother or sister-in-law.

2.4 We may exercise our discretion to grant a period of compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case. This will have to be agreed with your divisional director. In all other circumstances this will have to be taken as annual leave.

2.5 If you are still unable to return to work following an authorised period of compassionate leave you should contact your line manager. It may be appropriate to take a period of annual leave, subject to your manager's approval, or we may at our discretion grant you further unpaid leave in those circumstances.

3. Requesting compassionate leave

3.1 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 your line manager. You should tell them the reasons for your request and the number of days leave you would like to take.

3.2 Where it is not possible to request leave in advance you should contact your line 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.