

## **APPLICATION FOR COMPASSIONATE LEAVE**

Up to five days paid leave will be granted in the event of the death of an employee's parent or the death of a dependant relative, which includes the day of the funeral.

In the event of the death of a spouse, partner, civil partner or child, up to fifteen days paid leave will be granted, including the day of the funeral. Compassionate leave must be utilised within six months in agreement with your Head of Service/Director in conjunction with HR.

In the event of the death of other relatives or close friends of an employee, one days paid leave may be granted on the day of the funeral, at the discretion of the Head of Service in consultation with the HR Manager.

The Chief Executive has scope to use discretion on a case by case basis in exceptional circumstances.

This form should be completed and submitted for leave to be granted on the day of the funeral. Approval will be at the discretion of the Head of Service and a copy will be sent to the HR Manager to be placed on your personal file.

<b>Employee Name</b>		<b>Section/Directorate</b>	
Request for day(s)			
leave from		to	
Due to the death of			
Date of funeral			
Signed (employee)		Date	
Signed (Head of Service)		Date	

**Please ensure you retain a copy of this form for your own records.**