

APPENDIX 10 – COMPASSIONATE LEAVE

The arrangements for paid leave under these circumstances will be as follows:

'Compassionate leave' will be granted where an employee is affected by a death occurring in their family. The leave entitlement will be:

- (1) In the case of an employee's husband, wife, father, mother, partner or child, a period not normally exceeding five days.
- (2) In the case of an employee's brother, sister, niece, nephew, grandparents, grandchildren, father-in-law and mother-in-law, a period not normally exceeding three days.
- (3) Compassionate leave may also be given in the case of the death of a more remote relative where special circumstances exist, such as the necessity of taking charge of funeral arrangements. Consideration will also be given where a stable relationship exists, especially between two unrelated individuals who reside together.

These periods of paid leave may be extended at the discretion of the Chief Executive.