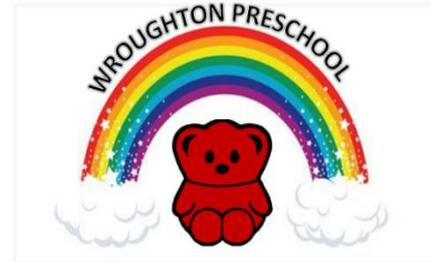


Staff Qualifications, Training, Support and Skills. Compassionate Leave Policy



It is accepted that Preschool staff are in a unique position as they do not receive annual leave that can be taken when it is most needed. The Committee has the authority to approve paid or unpaid leave.

Compassionate or Bereavement leave is time employers grant employees off work for death in the family, allowing them time to grieve, make arrangements and attend the funeral.

Compassionate leave may also be granted to support an employee coping with a seriously ill close family member.

- Compassionate leave for an employee will be approved on an individual basis by the Preschool Committee. During what would undoubtedly be a difficult time, they will always endeavour to make these decisions as quickly as possible. The Chairperson will consult with other committee members by phone and confirm their decision to the employee and Supervisor. The committee must confirm if the leave granted will be paid or unpaid.
- If a period of paid leave is granted and further time is required by the employee, an additional period of paid or unpaid leave may be requested. This will be referred to the committee.
- If the employee has been granted a period of compassionate leave by the committee but the date for the funeral or memorial service falls outside of this period, the employee will be permitted to take a day's paid leave. This additional day will not require further approval unless more than one day is required, for example if an overnight stay is necessary to attend a funeral.
- Regardless of whether a period of compassionate leave has already been requested or agreed, authorisation from the committee will not be required to take a day's paid compassionate leave to attend the funeral of a member of staff's immediate family. This would include spouse/partner, own children, siblings, parents, or grandparents. If an employee wishes to attend the funeral, they will kindly be requested to give the Preschool Supervisor as much notice as they can, for cover to be arranged.
- If leave is required to attend a funeral or memorial service of someone who is not part of the employee's immediate family, as detailed above, the request will be referred by the supervisor to the committee.

Authorisation & Review

This policy was adopted at a meeting of

Wroughton Preschool

Held on

Date to be reviewed

Yearly at AGM

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

Chairperson
