



Bournemouth Council for Voluntary Service

Registered Charity No: 1081381 - Company Reg'd in England & Wales No: 4024662

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COMPASSIONATE LEAVE POLICY

Bournemouth Council for Voluntary Service (BCVS) recognises that there are occasions on which staff require time away from work to deal with events of a sensitive or distressing nature, such as bereavement and serious illness amongst close relatives. This policy deals with situations which do not fall within the scope of other policies such as those concerning maternity, paternity, and adoption. This policy does not create a right to take compassionate leave and can be varied at any time by BCVS.

Where a staff member requires to be absent with little or no notice due to bereavement or other circumstances of a personal and distressing nature they should contact their line manager, or another manager, as soon as practicable giving brief details of the reason for the absence. If it is not possible for an indication of the expected return date to be provided at the outset the employee should speak to their manager or another manager within two days of the start of the absence.


The CEO will be responsible for deciding whether or not the circumstances qualify for paid compassionate leave or whether annual leave or unpaid leave should be taken. Each case will be decided on its individual merits. If paid compassionate leave is granted it will be for a period of time within the following limits:

Following the death of a child of the employee, of a partner living with the employee or of a close relative living with the employee a period of not more than five days paid compassionate leave may be granted.

Following other events of a distressing nature involving the employee, their close relatives or a partner living with the employee a period of not more than three days paid compassionate leave may be granted.

If further time off work is required beyond the agreed period of paid compassionate leave then the employee may request to take annual leave or unpaid leave. The CEO will decide in each case whether or not the request can be granted.

Where an employee is provided with a certificate by a medical practitioner stating that they are unfit for work the period covered by that certificate will be treated as sickness and the sickness absence policy will apply in place of this policy.

Date: 10/5/12
Signed: 



Chair of BCVS Board

Chief Executive BCVS

Date policy agreed: 22nd March 2012