

COMPASSIONATE LEAVE

Section B – Non Contractual Policy

Compassionate Leave

The primary purpose of compassionate leave is to help our colleagues to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

LSH has a separate policy on time off for dependants, which can be used in cases of domestic emergency. Where an employee is entitled to take time off under the statutory right to time off for dependants, any time off granted as compassionate leave is in addition to the time off available under the statutory right.

Definitions

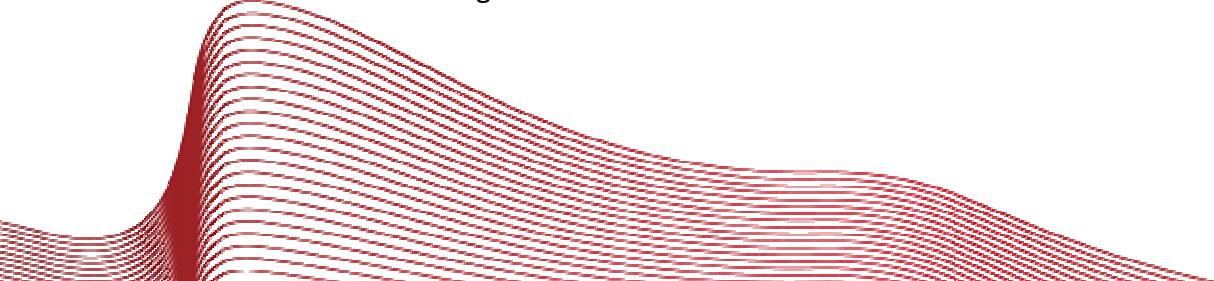
In this policy, the following are defined:

Immediate Family Member: immediate family is defined as your spouse, civil partner, partner, parent, child, sibling or grandparent.

Dependant: dependant is defined as your spouse, civil partner, child or parent, and any person who lives at the same house as the employee (other than as a lodger, tenant, boarder or employee) or who would reasonably rely on you for assistance or arrangements for care in the event of illness or injury.

Bereavement:

In the event of the death of a member of your immediate family, you should contact your line manager to request compassionate leave. You should inform them of the need to take compassionate leave as soon as possible. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. Bereavement leave is granted at our discretion.



In the case of death of another close relative (who is not your dependant), for example an aunt, uncle, cousin or parent-in-law, or a close friend, the employee may request unpaid leave to attend the funeral.

Other Circumstances where compassionate leave is available:

Compassionate leave is available to take care of a dependant or to come to terms with severe personal problems or the injury or critical illness of an immediate family member.

You should inform your line manager of the need to take compassionate leave as soon as possible. In these circumstances you will normally be able to request to take a maximum of five days' compassionate leave in a 12-month period. Each case will be viewed sympathetically and the outcome of your request will depend on your circumstances. Your line manager will take into account factors such as the nature of the incident and, if applicable, the closeness of the relationship.

If you to take further leave, you should request annual leave in the usual way.