HUMAN RESOURCES

COMPASSIONATE / BEREAVEMENT LEAVE POLICY

Policy Manager
Ann Mudie

Policy Group
Worklife Balance Working Group

Policy Established
December 2002

Last Updated
December 2002

Policy Review Period/Expiry
December 2013

This policy does / does not apply to Medical/Dental Staff

UNCONTROLLED WHEN PRINTED
## Version Control

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<th>Version Number</th>
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<td>1.0</td>
<td>Version Control was introduced in July 2011 and previous versions of this Policy, prior to this date, are available in the Electronic Document Store.</td>
<td>A Mudie</td>
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</table>
1. PURPOSE AND SCOPE

Compassionate/Bereavement Leave is in place to help employees when they suffer bereavement. This could be the death, serious illness or acute need of a family member, dependant, close friend or colleague for example. When an employee suffers a loss then they require support and help. As NHS employers within Tayside, we endeavour to support our employees at these times. The policy is open to all employees directly employed by the NHS within Tayside, regardless of grade, length of service and hours worked.

2. STATEMENT OF POLICY

Employees will be entitled to up to 5 consecutive working days paid leave in each circumstance. In particular cases of hardship or difficulty, the period may be extended by a further 5 days. It is left to the discretion of the manager as to whether these extra days are paid on unpaid. Annual leave and unpaid leave can also be utilised at this stage.

3. RESPONSIBILITIES AND ORGANISATIONAL ARRANGEMENTS

In considering the amount of leave, the manager should take into account the specific circumstances e.g. the relationship between employee and relative or friend; where the employee has responsibility for the estate of a deceased relative or friend; the availability of other relatives or friends and the distance of the deceased from the place of employment. Often the request is merely for sufficient time off to attend a funeral and managers are expected to act in a sensitive and compassionate manner in considering such requests. Whilst it is not possible or desirable to be entirely prescriptive in terms of entitlement it is important that employees share with their immediate manager all information which they deem to be pertinent to their request. This will ensure that the manager can assess the individual case on its full merits and seek to apply the policy in a fair and consistent manner.

Further advice, support, and guidance can be obtained from the Human Resources Department if required.
PROTOCOL FOR COMMUNICATION AND IMPLEMENTATION OF

COMPASSIONATE/BEREAVEMENT LEAVE POLICY

Details of those individuals involved in the development:

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Implementation Date: December 2002

Review Dates: December 2005

Who must be informed of the content of the Policy? All Staff

Who must comply with the Policy? All Staff

The date by which the content of the Policy should be communicated: 30 November 2002

Who should receive a personal copy? All Line Managers and accredited Trade Union representatives

Are copies required to be kept in Ward/Department? Yes

What are the training implications and who is responsible? No, the policy is merely replacement for existing policy to bring it into line with PIN Guidelines

What are the financial implications and who has been consulted about them? As the policy is a direct replacement, there are no additional financial implications.

Has the policy been assessed to identify potential adverse impact on minority groups? e.g. ethnic, disabled