



## COMPASSIONATE LEAVE POLICY

This policy explains the entitlement to compassionate leave for all employees of York Childcare.

Fully paid compassionate leave will be granted for the serious illness/death of an immediate family member, for up to three working days, on the authority of the General Manager. Any further period must be referred to the Chair or Personnel Specialist appointed to the Management Board.

Unpaid compassionate leave may be granted for up to five working days per annum on authority of the General Manager. Any further period must be referred to the Chair or Personnel Specialist appointed to the Management Board.

Attendance at funerals of relatives who are not next of kin, will be granted as part of the annual holiday entitlement and not as compassionate leave.

Examples of next of kin:

- spouse or long term partner,
- parent or child
- legally appointed next of kin
- another close relative resided with for a period in excess of five years during upbringing.