

SecureCare

COMPASSIONATE AND BEREAVEMENT LEAVE POLICY

SecureCare (the “Company”) recognise that compassionate leave is designed to help you where you need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill.

Bereavement leave is designed to help you cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

Compassionate Leave Entitlement

You are entitled to take compassionate leave of up to two days in any 12-month period in respect of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.

The Company may exercise its discretion to grant compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case.

If you are unable to return to work following a period of compassionate leave you should contact the Office Manager. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.

Requesting Compassionate Leave

The Company recognises that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to the Office Manager. You should tell her the reasons for your request and the number of days leave you would like to take.

Where it is not possible to request leave in advance you should contact the Office Manager as soon as possible to tell them the reason for your absence and the number of days you expect to be absent.

In exceptional circumstances we may have to refuse a request for compassionate leave. If so you will be given a written explanation for the refusal. If you are dissatisfied with this decision you may make a complaint under our Grievance Procedure within five days of receipt of the written reasons for refusal.

Bereavement Leave Entitlement

You are entitled to take bereavement leave of up to two days in the event of the death of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.

We may exercise our discretion to grant bereavement leave in the event of the death of any other relative or close friend, depending on the circumstances of each case.

If you are unable to return to work following a period of bereavement leave you should contact the Office Manager. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.

Bereavement leave is unpaid leave.

Requesting Bereavement Leave

We recognise that it may not always be possible to request bereavement leave in advance. However, where it is possible, you should make a request to Robert Stevenson. You should tell her the reasons for your request and the number of days leave you would like to take.

Where it is not possible to request leave in advance you should contact the Office Manager as soon as possible to tell her the reason for your absence and the number of days you will be absent.

In exceptional circumstances we may have to refuse a request for bereavement leave. If so, the Office Manager will give you a written explanation for the refusal. If you are dissatisfied with this decision you may make a complaint under our Grievance Procedure within five days of receipt of the written reasons for the refusal.

This Policy will be regularly reviewed and updated as necessary. The management team endorses these Policies and is fully committed to their implementation.

This Compassionate and Bereavement Leave Policy has been approved & authorised by:

Signature:

Signed by: ROBERT STEVENSON
Position: DIRECTOR

Date:

Review date: