



COMPASSIONATE LEAVE POLICY

The following Compassionate Leave Policy applies to Micklands Pre-School Staff:

1. You are entitled to take paid compassionate leave in the event of serious illness or death of a member of your immediate family (being 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) of up to three consecutive days (excluding weekends) in any 12-month period.
2. We may exercise our discretion to grant paid compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case.
3. If you are unable to return to work following a period of compassionate leave you should contact your Supervisor. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.
4. We recognise that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to your Supervisor. You should tell them the reasons for your request and the number of days leave you would like to take.
5. Where it is not possible to request leave in advance, you should contact your Supervisor as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary.