

Compassionate Leave Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋਤ੍ਰੀਟਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	<i>Executive Team</i>
Date of approval	<i>27 September 2022</i>
Review Year	<i>October 2025</i>
Customer engagement required	<i>No</i>
Trade union engagement required	<i>Yes - For Consultation</i>
Equality Impact Assessment	<i>No</i>

1. INTRODUCTION

- 1.1 The purpose of this policy is to set out the principles which govern the way in which Wheatley Homes South Limited (WHS) allows time off for compassionate leave to allow employees to care for dependents in emergency situations.

2. SCOPE

- 2.1 This Policy and Procedure applies to all employees from day one of starting their job. Employees do not have to complete a qualifying period in order to be able to take time off in an emergency.

- 2.2 The emergency must involve a dependent of the employee. A dependent is:

- 1.2.1 the spouse, partner, child, or parent of the employee.
- 2.2.2 someone who lives in the same household as the employee. For example, this could be a partner or an elderly aunt or grandparent who lives in the household.
- 2.2.3 someone who reasonably relies on the employee for assistance.

A dependent does not include tenants or boarders living in the family home or someone who lives in the household as an employee, such as a live-in housekeeper.

- 2.3 This Policy is for unforeseen matters. If employees know in advance that they are going to need time off, they should ask for leave in the usual way. This may involve someone taking annual leave or some other form of leave if the employer provides it.

- 2.3 This Policy and Procedure is non-contractual and may be amended or withdrawn at any time at the discretion of WHS, following consultation with the Trades Unions.

3. BASIC PRINCIPLES

- 3.1 The right to time off for dependents leave is unpaid, but WHS will commit to ensure that emergency dependents leave is fully paid for on the day that the employee leaves work to attend the emergency.

- 3.2 Following the initial day, the employee should make other arrangements to cover any required absence from work. These may be by requesting holidays, flexi leave, or unpaid leave or special leave or a continuation of dependents leave unpaid.

4. RESPONSIBILITIES

General responsibilities are outlined in this section for:

- 4.1 Responsibilities of EMT and / or Board

The Board and Executive Management Team's responsibilities include but are not to be limited to reviewing this policy in line with the policy review dates and ensuring that it is reflective of WHS values and practice.

4.2 Responsibilities of the Line Managers

The line managers' responsibilities may include, but will not be limited to:

- Bringing any breach of this policy to the attention of the Human Resources department.

4.3 Responsibilities of the Employees

The employees' responsibilities may include, but will not be limited to:

- Bringing any behaviour in breach of this policy to the attention of the line manager or where appropriate to the Human Resources department.

5. POLICY

5.2 When Can Dependents Leave Be Used

- 5.2.1 Any WHS employees are entitled to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements.
- 5.2.2 An employee who uses this right is protected against dismissal or victimisation. The right enables employees to take action that is necessary to deal with an unexpected or sudden problem concerning a dependant and make any necessary longer-term care arrangements. This might mean making arrangements to employ a temporary carer or taking a sick child to stay with relatives.
- 5.2.3 The circumstances that Dependents Leave is intended for are varied but may be linked with a dependent's illness or injury. This need not necessarily be serious or life threatening and may be mental or physical.
- 5.2.4 The illness or injury may be a result of a deterioration of an existing condition; for example, a dependant may be suffering from a nervous breakdown; they may not require full-time care, but there may be occasions when their condition deteriorates, and their partner, parent, or offspring, needs to take time off work in consequence.
- 5.2.5 The right to time off is also available where a dependent has been assaulted but is uninjured: for example, where a dependant is a victim of a mugging incident, but has not been physically hurt, the employee can take time off work if necessary to comfort or help the victim.
- 5.2.6 It may also be used to deal with the death of a dependent (although bereavement leave may also be used for this), or to deal with the unexpected disruption or breakdown of care arrangements for a dependant.
- 5.2.7 It may also be used for situations where dependent's carers or childminders report a problem after the individual has reported for work.

5.2 Procedure

Any staff requiring Dependents Leave should contact their line manager directly and give their manager an explanation as to why the leave is required. If their manager is not available then the leave should be discussed with the line manager's manager, or with any other manager if the situation is urgent.

5.3 Special Leave of Absence

5.3.1 Managers, in consultation with Human Resources may authorise up to 3 days' time off in cases of special circumstances not covered by a specific provision of WHS's leave policies (with or without pay depending on the circumstances). Where leave of absence is requested for a longer period, the approval of the Chief Executive is also required. Extended leave of absence beyond 3 days will normally be without pay.

5.3.2 Bereavement pay will normally be paid for up to 5 days in the event of the bereavement of an employee's close family member for example an employee's: husband, wife, child, partner, parent, stepparent, grandchild, Five days' paid leave may be granted in exceptional circumstances for other family members if a de facto parental relationship existed (e.g., an aunt or uncle acting as parent).

5.3.3 Paid bereavement leave of up to 1 day will normally be made in respect of other family members.

6. GOVERNANCE AND REGULATION

6.1 This policy is the responsibility of the Human Resources Department.

6.2 The policy is due for formal review every three years.

7. SANCTIONS

7.1 Any breaches of this policy may be subject to disciplinary action under WHS's Disciplinary Policy.

8. RELATED / REFERENCED POLICIES

- WHS Adoption Leave and Pay Policy
- WHS Career Break Policy
- WHS Carers' Support Policy
- WHS Disciplinary Policy
- WHS Maternity Leave and Pay Policy
- WHS Paternity and Maternity Support Leave Policy
- WHS Staff Remuneration Policy
- WHS Stress at Work Policy

