

STURTON BY STOW PARISH COUNCIL

COMPASSIONATE LEAVE POLICY

At Sturton by Stow Parish Council, we recognise that life can sometimes bring unexpected and difficult circumstances.

Our Compassionate Leave Policy is designed to support employees when they need time away from work due to bereavement, serious illness of a loved one, or other significant personal matters.

This policy outlines when compassionate leave may be granted, how to request leave, what support is available, and our commitment to handling each situation with care, fairness, and understanding.

Introduction

At Sturton by Stow Parish Council, we understand that there are times when personal circumstances must take precedence. During such periods, work should not add unnecessary stress or worry.

This policy provides guidance and reassurance, offering flexibility and understanding when employees are faced with difficult life events.

It applies to all employees and explains when compassionate leave may be granted and how to request it.

What is Compassionate Leave?

Compassionate leave provides unpaid time off for employees who are dealing with serious personal circumstances, including but not limited to:

- The death of a close family member (such as a parent, spouse/partner, child, sibling, or grandparent).
- Supporting a loved one through a critical or life-threatening illness
- Managing a significant personal crisis or emergency

We aim to extend sympathy, compassion and understanding should employees suffer a bereavement

Sturton by Stow Parish Council understands that bereavement and personal crises can be deeply challenging.

Each request will be treated individually and handled with sensitivity and discretion.

Compassionate leave is granted in good faith and should be used appropriately.

How to Request Compassionate Leave

We aim to make the process simple and supportive. If you need compassionate leave, please:

1. Notify the Chair and the Chair of the HR committee as soon as possible, this can be done by phone, email, or in person. We accept that sometimes the need to take this leave can arise at very short notice, but request that employees should discuss their requirements with their manager before taking any time off and, in any event, at the earliest opportunity.
2. Provide a brief explanation of your situation
3. Employees may be granted up to five days unpaid compassionate leave.
4. Receive written confirmation — we will provide written confirmation of the agreed leave period.

All requests for compassionate leave will be dealt with on a confidential basis.

Additional Leave Requests

If you require more than five days, please speak with a member of the HR committee or the Chair.

Any extension of leave beyond the standard entitlement will be at the discretion of the Council, based on the individual's circumstances.

Where appropriate, employees may also choose to use part of their annual leave entitlement to extend their time away from work.

Final Considerations

If you have any questions or concerns regarding this policy, please contact the Clerk Chair or Chair of the HR committee.

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This Policy was adopted by Sturton by Stow Parish Council on 3rd June 2026

Next Review Due: June 2027

