



DATCHET PARISH COUNCIL

Compassionate Leave Policy

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Policy adopted by resolution	10 th March 2025
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Version 1	

Document Revised on	Revision Tracking



Datchet Parish Council aims to extend sympathy, compassion and understanding should employees suffer a bereavement. At all times, we will try to assist employees to come to terms with their loss.

Application for bereavement leave should be made to the line manager, in writing if possible but we recognise that there may be a short notice request in which case a telephone call to the line manager will suffice.

We will normally grant up to 5 days unpaid leave in the event of the death of an immediate relative (spouse, parent, step-parent, grandparent, brother, sister, child, mother-in-law and father-in-law).

Any time off in addition to this should be discussed with the employee's manager.

Reasonable unpaid compassionate leave will be granted taking into account such factors as the relationship with the deceased person and the timing and location of the funeral.

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.

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

Notes

1. There is no entitlement to paid time off for compassionate leave. The Council may decide on how much time they wish to offer and whether they agree for the time to be paid or unpaid.
2. If the time off is due to a dependent then the Dependent Leave policy should be considered.
3. Where the Council has only one employee, the policy could refer the Clerk to an appropriate Councillor in the first instance.

Signature: 
The Clerk

Date: 10th March 2025