



ELHAP – A SPECIAL NEEDS ADVENTURE PLAYGROUND
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COMPASSIONATE LEAVE POLICY

Paid leave of two days is allowed for the death and attendance at the funeral of immediate family (e.g. child, siblings, spouse or partner, parent, grandparent). If you are directly responsible for making the funeral arrangements then up to a total of five working days for planning and attendance may be given. Attendance on paid leave at the funerals of other family members shall depend on the circumstances of your case. Religious beliefs and rituals that require additional leave will be considered on an individual basis.

Paid leave may also be given when a close relative is terminally ill or you are responsible for care in the absence of other nursing arrangements. The total amount of leave should be not more than ten or fifteen working days and, previous leave connected with the same illness may be taken into account.

If you need to apply to your line manager for such leave, wherever possible, you should do so in advance.

Implemented by the ELHAP Board of Trustees
3rd October 2005

