

## **The Knapp Foundation**

Registered Charity Number: 1200294

### **Compassionate Leave Policy**

#### **Purpose and scope**

1. The primary purpose of compassionate leave is to help employees to come to terms with the death of a loved one. This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

2. The subject of this policy is distinct from dependant leave, which means you can take time off, including under statute law, when unforeseen matters arise with the care for dependants. For full details please refer to the guidance here: [emergency leave policy](#).

#### **Bereavement**

3. If a member of your immediate family dies, you should contact your manager or the Chairman and let them know as soon as possible. You should inform your manager or the Chairman that you need to take compassionate leave. The amount of leave will depend on the circumstances. Your manager or the Chairman will consider your relationship with the deceased, domestic responsibilities and travel requirements, but will not normally grant more than five days' paid leave.

4. If a close relative dies you may request paid leave to attend the funeral. A close relative might be an aunt, uncle, cousin or parent-in-law, or a close friend.

#### **Parental bereavement leave**

5. Parental bereavement leave applies if your child or adopted child dies, or a stillbirth has occurred after 24 weeks of pregnancy. In these circumstances you are entitled to two weeks' leave irrespective of your length of service. You will also qualify for two weeks' leave if you are the partner of a bereaved parent or you have day-to-day responsibility for the child.

6. Parental bereavement leave can be taken in one or two blocks of a week within 56 weeks of the bereavement. No notice is required if the leave is taken within 56 days of the bereavement; thereafter at least one week's notice must be given.

7. You will need to have worked for 26 weeks to receive Statutory Parental Bereavement Pay. You also need to earn more than the lower earnings limit in the eight weeks before your bereavement. Those without the required service may take unpaid leave.

## **Data protection**

8. If you make a request to your manager, they will record the personal information required to deal with your request. The information will be stored in line with the data protection policy.

Adopted by a meeting of the Trustees on 1st February 2023