

## **Holidays and Leave**

### **Compassionate Leave**

We will consider all requests for compassionate leave. Each request will be viewed sympathetically and considered on an individual basis and in normal circumstances we may grant up to 10 days' compassionate leave to be taken between the date of bereavement and the date of the funeral.

Requests for compassionate leave will also be considered in the case of the very serious illness of immediate family members.

For all compassionate leave requests, immediate family members comprise of: spouses, civil partners, partners, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, nephews and nieces. There may be instances where this may extend to other family members depending upon personal circumstances. You may, at the discretion of your line manager, receive full basic pay for any period of approved compassionate leave.