

CONTACT DESIGN LIMITED

BEREAVEMENT AND COMPASSIONATE LEAVE POLICY

1. GENERAL PRINCIPLES

- 1.1 This policy applies to all full, part time and temporary employees within Contact Design Ltd.
- 1.2 This policy is designed to provide a framework for the utilisation of bereavement and compassionate Leave, which will normally be granted to individuals who may request additional leave that is not governed by the Annual Leave Policy and Procedure.
- 1.3 If the absence from work is foreseeable, e.g. terminal illness, requests should be in writing and 10 days in advance. It is acknowledged that in cases of compassionate leave and sudden death that this notice may be waived.
- 1.4 Where a request is not foreseeable the individual must inform the supervisor or manager at the clients and the Main Office at the earliest opportunity, explaining the circumstances and the likely duration of the absence. This would normally be communicated via the telephone.
- 1.5 If the leave of absence is approved under this provision, the Directors will authorise either paid or unpaid leave, in accordance with the procedure and make any appropriate adjustments to the individual's pay.
- 1.6 Where circumstances change in respect of the approved leave e.g. it is discontinued or varied, the individual must advise the Director as soon as possible. In certain cases this may mean that the previous decision regarding the granting of the leave may require further consideration.
- 1.7 An individual who is not permitted bereavement or compassionate Leave and has received the reasons for the refusal of leave in writing and remains dissatisfied with the decision may pursue this decision with reference to the company's Grievance Procedure.
- 1.8 For periods of unpaid leave individuals should be aware that this might have an impact on pension contributions, holidays and benefits.
- 1.9 Paid leave of absence on compassionate grounds may be granted at the discretion of the Directors, for up to a maximum of 5 working days for any one particular event. In addition, an individual also has the right to take a 'reasonable' amount of unpaid time from the workplace with regard to issues of unexpected or sudden emergencies and to make necessary longer term arrangements relating to a dependant or family member.

- 1.10 In exceptional circumstances it may be possible to consider granting a period of paid Compassionate Leave greater than the maximum of five working days. This will only be granted following discussion with the Directors
- 1.11 When assessing the length of compassionate leave required, paid or unpaid, consideration should be given to the availability of annual leave, the appropriateness of other forms of Special Leave or the possibility of agreeing a variation to normal working hours of employment.

2. BEREAVEMENT LEAVE

- 2.1 In the event of the death of a spouse, partner, child, parent, sibling, or other dependent relative, up to three working days' paid bereavement leave, if requested, will be granted. Leave must be taken from annual leave entitlement.
- 2.2 Where an individual is responsible for making the necessary arrangements, the Directors have the discretion to grant a further two working days paid bereavement leave. Leave must be taken from annual leave entitlement.
- 2.3 In the event of the death of other relatives or dependants not outlined above, up to one day's unpaid bereavement leave will be granted to attend the funeral as appropriate.
- 2.4 Requests to attend funerals for persons outside of the immediate family unit (listed in 2.1) i.e., cousins, friends, will be given but time off for these matters will result in unpaid leave from work or, if the individual prefers, use annual leave
- 2.5 An individual is required to advise their line manager as soon as possible of the circumstances requiring them to apply for bereavement leave – whether paid or unpaid. This request should be either in person or by telephone.
- 2.6 The bereavement leave granted, up to a maximum of five working days, can be taken either in a block or over an appropriate period after the death and up to the funeral, as required by the individual.

3. COMPASSIONATE LEAVE

- 3.1 An individual, regardless of service, is eligible to apply for compassionate leave in the following circumstances:
- To deal with sudden or unavoidable events e.g. Death (see also Bereavement Leave)
 - To deal with arrangements to cover serious family illness or illness of a dependant
 - To deal with the distress of a serious 'family' or 'dependant' matter
 - To deal with arrangements to cover unexpected changes to a dependants care arrangements.
 - Deal with unexpected problems at their children's school
- 3.2 'Dependant' is defined as a spouse or partner, child, parent or anyone who relies on the individual for help on a daily basis. Furthermore, someone who reasonably relies on the individual for assistance during illness or to make

arrangements for such provision of care is also classified as being a dependant for that period of time.

3.3.1 An individual is required to advise the Directors as soon as possible of the circumstances requiring them to apply for compassionate leave. Such a request will usually be either in person or by telephone.

3.4 There is no statutory right to payment for the time off.

File.- CD Bereavement policy issue 01.doc

