

White Rose Rugby Ltd
Compassionate Leave Policy
1 January 2024

Introduction

Compassionate leave is intended to help employees at the time of the serious injury, death or funeral of an immediate family member or close relative.

Where an employee is entitled to take time off under the statutory right to time off for dependants, any time off granted as compassionate leave is in addition to the time off available under this statutory right. See the Company's separate Policy on Time Off for Dependants.

Definitions

For the purposes of this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, child, sibling or grandparent.

Whatever the employee's length of service, employees who have suffered the loss of a child (under the age of 18) on or after 6 April 2020 are entitled to one or two weeks of parental bereavement leave. Employees with at least 26 weeks of continuous employment by the week in which their child passes away will be paid statutory bereavement pay at the rate set by the Government for that tax year. Apart from parental bereavement pay, there is no entitlement to remuneration for absences relating to compassionate leave. Payment of salary during compassionate leave is at the absolute discretion of the Company.

If the employee is seeking compassionate leave in respect of a close relative's serious illness or death (i.e. someone who is not an immediate family member) he or she should discuss this request with a Director to see if compassionate leave applies.

Procedure

In the event of the serious illness or death of a member of the employee's immediate family, the employee should contact a Director to request compassionate leave. The employee should inform a Director of the need to take compassionate leave as soon as reasonably possible. Each case will be viewed sympathetically and the amount of leave granted will depend of the individual's circumstances. Up to a total of 5 days' paid leave may be given.

In the case of death of another close relative, who is not in the employee's immediate family, for example an aunt, uncle, cousin or parent-in-law, or a close friend, the employee may request paid leave to attend the funeral.

Additional Leave

If the employee wishes to take further leave, he/she should request annual leave in the usual way.