

AA011 Compassionate Leave Policy



Compassionate Leave Policy

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1. Policy Outline

In the unfortunate event of the death of a close relative, (i.e. Spouse, Child, Mother, Father, Brother, Sister) it is the policy of Brídhaven to provide paid leave with basic pay to all employees. The number of days granted will take into account the individual circumstances of each applicant for compassionate leave, subject to a maximum allowable leave of three paid days.

In the case of an application for compassionate leave being submitted in respect of any other relative, time off may be allowed in accordance with individual circumstances and strictly at the discretion of management. Payment for additional leave will be at the discretion of Brídhaven and will depend upon the circumstances.

Employees must notify their manager at the earliest possible opportunity of the intention to take Compassionate Leave.

Brídhaven reserves the right to review, amend or replace this procedure. It will be reviewed on an ongoing basis in line with business needs and legislative amendments and any changes will be advised to employees.

2. Document Revision Record:

| Revision No. | Reviewed by: | Date: | Changes: Yes/No | Reason for Review |
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