

Sanday Development Trust

enhancing quality of life



Compassionate Leave Policy

Implementation Date: March 2016

Amended:

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Introduction

This policy has been written to clarify support available to Sanday Development Trust employees should they need to take time off from work for compassionate reasons.

The Trust has a statutory obligation to allow employees to take reasonable (unpaid) time off to deal with sudden emergencies involving a dependant (and to make any necessary longer term arrangements).

In recognition of the need to balance personal and work responsibilities, Sanday Development Trust also offers paid compassionate leave in addition to an employee's statutory rights to unpaid time off. Paid compassionate leave is normally granted to an employee who:

- ◆ Needs to care for a close relative who is seriously ill, or
- ◆ Requires compassionate leave due to the death of a dependent or close relative (including time to deal with practical matters which may arise as a result).

Definition

It is acknowledged that modern family structures require a more flexible approach than simply providing a definition of a close relative. Therefore each application for compassionate leave will be assessed on an individual basis.

As an indicative list, possible examples of a close relative may be a parent/step parent/parent of partner, a guardian, a sibling/step sibling, child/step child, spouse/civil partner/domestic partner, grandparent or grandchild.

The Trust's Equality and Diversity Policy will apply when considering the definition of a close relative.

Assessment of compassionate leave requests

Each application for compassionate leave will be different. Accordingly, each application for compassionate leave is assessed individually by the Projects and Grants Officer (PGO), taking the following into consideration, as appropriate:

- ◆ The relationship and caring responsibilities between the individual and the employee.
- ◆ The nature and extent of any illness or treatment required.
- ◆ Whether the employee is involved in making funeral arrangements.
- ◆ Observance of faith based mourning rituals.
- ◆ Whether there may be a requirement for travel over extended distances
- ◆ Whether there may be a requirement to attend a funeral or ceremony.
- ◆ The operational needs and demands of the Trust at that time and the capacity to make alternative arrangements to cover duties.

The Chair of the Board will handle all requests for compassionate leave from the PGO and in the PGO's absence.

Period of leave

Paid compassionate leave can be granted up to a maximum of one working week, i.e. five days. This will be pro-rated for part time employees.

Should the amount of paid leave available be insufficient for an employee's needs, a combination of compassionate, annual and/or unpaid leave may be agreed to meet the particular circumstances of the case, subject to the organisational needs of Sanday Development Trust.

Sanday Development Trust is aware that work can play a role in the coping process following bereavement and aims to be flexible and compassionate in these circumstances. A phased return to work may be appropriate and should be arranged with the PGO if desirable. In some cases, alternative duties for a temporary period may be more appropriate and the Trust will accommodate such a request whenever possible. Employees may be expected to use annual leave or TOIL in the case of a phased return to work.

For further advice or to discuss exceptional circumstances, please speak to the PGO in the first instance.

Compassionate travel loan scheme

In recognition of the fact that travel from Sanday at short notice can be cost prohibitive, employees who require compassionate leave are also able to request a loan from Sanday Development Trust towards travel costs.

The maximum loan available is £500 and would be provided on an interest free basis. Employees may only hold one loan at a time, i.e. a second loan application for compassionate travel would not be approved if money is still outstanding on an existing loan.

Repayment terms will be agreed with employees upon application and repayment will be via monthly deductions from payroll. Please note that any employee requesting a loan for compassionate travel will be required to sign a loan agreement before any loan can be provided.

In addition to the support offered by Sanday Development Trust, Loganair also offers a compassionate travel scheme, with discounted flights available subject to meeting the criteria. Full details of scheme, qualifying criteria and fares are available online at: <http://www.loganair.co.uk/ctp/compassionate-travel-policy> (this information correct as of March 2016).

Notification procedures

The PGO should be notified in writing as soon as it becomes apparent that compassionate leave/a compassionate travel loan will be required. This will allow time for the application to be assessed and allow the Trust to make arrangements to meet ongoing organisational needs during the employee's absence.

It is recognised that in some instances, advance notice will not be possible. When this is the case, the employee or someone else must notify the PGO by telephone or email on the first day of absence from work. The reason for absence and likely duration should also be provided where possible.

All applications for compassionate leave/a compassionate travel loan will be assessed in accordance with the guidelines above, with the outcome of the request notified in writing, often on the same day but within a maximum of three working days.

Sources of support within the workplace following bereavement

Regular reviews will be held with your line manager to discuss and agree any strategies or changes (temporary or long term) to your job description that might be necessary to support you in the work place.

Within the Trust, the PGO or an appropriate director will be available on an on-going basis for confidential non-work discussions to assist with readjustment following bereavement.

Further sources of support outside of the workplace are available from your GP, online and via support groups.

Review of compassionate leave policy

It will be the responsibility of the board of directors to review the compassionate leave policy to ensure that it is in accordance with all other policies.

The compassionate leave policy will be reviewed by the board of directors annually.

Next review date: March 2017