



Kirton in Lindsey Town Council

**Policy 41: Compassionate Leave**

Adopted July 2025 (Resolution of FC Apr2025).

Reviewed May 2026 [FC2605/11]

Next Review May 2027.

We aim to extend sympathy, compassion and understanding should employees suffer a bereavement. At all times, we will try to assist employees to come to terms with their loss.

Application for bereavement leave should be made initially by contacting the employee's line manager. In the case of the Town Clerk, initially by contacting (1) the Chair of P&D Committee or (2) A.N. Other member of the P&D Committee or (3) the Chair of the Town Council.

We will normally grant up to 5 days paid compassionate leave in the event of the death of an immediate relative dependent on the specific situation.

Any time off in addition to this should be discussed with the employee's line manager.

Reasonable further unpaid compassionate leave will be considered, taking into account such factors as the relationship with the deceased person and the timing and location of the funeral.

We accept that sometimes the need to take this leave can arise at very short notice, but request that employees should discuss their requirements with their manager before taking any time off and, in any event, at the earliest opportunity. All requests for compassionate leave will be dealt with on a confidential basis.