

HUMAN RESOURCES

COMPASSIONATE LEAVE POLICY



Equality and Diversity

This Policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion policies.

1.0 Policy

1.1 The London School of Hygiene and Tropical Medicine ("the School") recognises that staff may require time off following the death or serious illness of close relatives or people who they care for as listed below; this policy sets out staff entitlement to compassionate leave in such circumstances.

2.0 Staff Covered by the Policy

2.1 The policy applies to all staff, regardless of length of service or type of contract, i.e. it applies to full-time and part-time staff, whether on fixed term or without duration contracts. It does not apply to agency staff. Part-time staff will receive entitlement on a pro-rata basis, related to their full-time equivalent status.

2.2 The policy applies following the death or during the serious illness of the following:

- children;
- close relatives (e.g. spouse, parents, brother/sister, grandparents);
- next-of-kin or nominated next-of-kin (i.e. not necessarily a blood relative), and;
- partners.

2.3 In certain cases the definition of 'close relative' may be widened, so that cultural differences in family structure/patterns are recognised.

3.0 Entitlement

3.1 Staff are entitled to up to five days' paid leave (pro-rata for part-time staff) during any calendar year in connection with the death or serious illness of any of the people listed in paragraph 2.2.

3.2 If a member of staff has to return to their country of origin or the country where their family still lives, or in certain other circumstances, the period of paid leave may be extended at the discretion of the Head of Department (Head of Service for staff in Administration and Academic Services or Dean of Studies for staff in the Division of Education). Such cases will be treated individually according to the distance to be travelled and other relevant factors.

3.3 Where appropriate, staff may be entitled to one day's paid leave to attend a funeral of someone who is not in any of the above categories, at the discretion of the Head of Department, Head of Service or Dean of Studies as above.

4.0 Procedure

- 4.1 Staff should inform their line manager and where applicable the Faculty Operating Officer at the earliest possible opportunity of the need to take compassionate leave.
- 4.2 Staff should request, and line managers should then either authorise or reject, compassionate leave at the earliest opportunity using MyView self-service.
- 4.3 Where requests are for more than five days (pro-rata for part time staff), the line manager should discuss and seek approval from their Head of Department (Head of Service for staff in Administration and Academic Services, or Dean of Studies for staff in the Division of Education) in the first instance before approving any such requests.

Accessibility

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

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