



## Human Resources

### Compassionate Leave Policy

#### 1. Scope

- 1.1 This 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. Purpose and Overview

- 2.1 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.

#### 3. Policy

- 3.1 This policy applies following the death or during the serious illness of the following:
- Children,
  - Close relatives (e.g. Spouse/ Partner, Parent, Brother, Sister, Grandparents), and;
  - Next of kin or nominated next of kin (i.e. not necessarily a blood relative).
- 3.2 In certain cases, the definition of a close relative may be widened so that cultural differences in family structure/patterns are recognised.
- 3.3 Staff are entitled to up to ten days' paid leave (pro-rata for part-time staff) in any 12-month period in connection with the death or serious illness of any of the people listed in paragraph 3.1
- 3.4 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 central professional services areas). Such cases will be treated individually according to the distance to be travelled and other relevant factors.

- 3.5 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, or Head of central professional services area.

#### **4. 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 ten 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 central professional services areas in the first instance before approving any such requests.
- 4.4 If the member of staff wishes to take further leave, they should request annual leave in the usual way.

#### **5. Accessibility**

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

January 2018

May 2022 Updated to increase paid time off from up to five days to up to ten days within a 12-month period.