

Compassionate Leave and Bereavement Policy



This is a controlled document and, as such, will be kept read only. Any changes must be approved by the Author.

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COMPASSIONATE LEAVE AND BEREAVEMENT POLICY

1. INTRODUCTION

Hatfield Wick Education (HWE) is committed to providing support and understanding to learners and staff during times of personal crisis and bereavement. This policy outlines our approach to compassionate and bereavement leave, ensuring that those affected receive the necessary support and consideration.

2. SCOPE OF THE POLICY

This policy applies to all learners and staff at Hatfield Wick Education.

3. DEFINITIONS

- Compassionate Leave: Leave granted for personal crises or emergencies, such as serious illness or injury of a close family member.
- Bereavement Leave: Leave granted following the death of a close family member or loved one.

4. RESPONSIBILITIES

- Operations Director: Responsible for overseeing the implementation of this policy and ensuring that all requests for compassionate and bereavement leave are handled sensitively and promptly.
- Line Managers and Supervisors: Responsible for supporting their team members and ensuring that appropriate cover is arranged during periods of leave.
- Staff and Learners: Responsible for informing their line manager or tutor as soon as possible about their need for leave.

5. PROCEDURES FOR COMPASSIONATE LEAVE

- Requesting Leave: Staff and learners should inform their line manager or tutor as soon as possible when they need to take compassionate leave.
- Duration of Leave: The amount of leave granted will depend on the individual circumstances and will be determined on a case-by-case basis.
- Documentation: In some cases, documentation such as a medical certificate may be required to support the request for leave.

6. PROCEDURES FOR BEREAVEMENT LEAVE

- Requesting Leave: Staff and learners should inform their line manager or tutor as soon as possible about their need for bereavement leave.

- Duration of Leave: Typically, up to five days of paid leave will be granted, but additional leave may be considered depending on individual circumstances.
- Return to Work or Study: Staff and learners will be supported upon their return to work or study, with a phased return if necessary.

7. SUPPORT FOR LEARNERS AND STAFF

- Counselling Services: Access to counselling and support services will be provided for those affected by a personal crisis or bereavement.
- Pastoral Support: Learners will have access to pastoral support from designated staff members to help them cope during difficult times.
- Peer Support: Encouragement of peer support groups or buddy systems to provide additional emotional support.

8. CONFIDENTIALITY AND INFORMATION SHARING

All information regarding requests for compassionate or bereavement leave will be treated confidentially and shared only with those who need to know in order to provide support and manage operational requirements.

9. HEALTH AND SAFETY CONSIDERATIONS

All health and safety guidelines must be followed during the implementation of this policy. This includes ensuring that staff and learners returning from leave are fit to resume their duties and that any necessary adjustments are made to support their well-being.

10. MONITORING AND REVIEW

This policy will be reviewed annually to ensure its effectiveness and to make any necessary adjustments based on feedback from staff and learners.

11. LINKED POLICIES

This policy links with our policies on:

- Data Protection and Data Security Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Learner Support Policy