



ST. PATRICK'S CENTRE (KILKENNY)
Kells Rd,
Kilkenny.

Policy Document

POLICY TITLE:

COMPASSIONATE LEAVE POLICY

Prepared by:
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Approval Date:
28.04.2020

Review Date:
28.04.2022

Policy Number

03 – Other Policies

Approval By

Signed: 
CEO (Interim)

Signed: 
Board Member

Mission Statement

To enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

To enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision

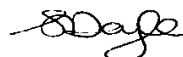
Review Date: 28.04.2020 Revision No: 1	Amendments required:	New Revision Status: 28.04.2022
Author: Adrienne Hayes Fionnuala Fenton	Approved By: Signed:  CEO (Interim)	

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1.0 Policy Statement:

1.1 St. Patrick's will provide compassionate leave to employees where time off is required due to the death of a close family member. We understand this is a very difficult time in anyone's lives and additional leave may be applied for at the same time i.e. annual leave.

2.0 Scope:

2.1 This policy is relevant to full time, part time and relief employees of St. Patrick's Centre Kilkenny (SPC). There is no qualifying period for entitlement to this leave.

3.0 Responsibilities:

3.1 Responsibilities of the Employee: To abide by this policy.

3.2 Responsibility of Line Manager: Line Managers have responsibility for the effective implementation of this Policy. Managers' discretion may be used in the approval of this leave.

3.3 Responsibility of Human Resources (HR): HR will support management with the implementation of this policy by providing recommendations and advice. HR will be responsible for ensuring all employees are made aware of the Policy.

4.0 Policy:

With effect from 01st February 2020, Compassionate Leave may be granted to employees as follows:

(A) Twenty working days in the case of a spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency, including same sex partners:

(B) Five working days in the case of other immediate relatives as follows: father, mother, brother, sister, father-in-law, mother -in-law.

In exceptional circumstances (e.g. where the employee concerned has lived in the same house as the deceased or has had to take charge of funeral arrangements) an employee may be granted up to three working days' special leave on the death of a more distant relative.

In the case where an employee has to travel abroad to make funeral arrangements in respect of a relative specified in A or B, special leave with pay in excess of the limits prescribed above may be granted at the discretion of the employer.

The above days must be taken consecutively.